ADAMS Version 3.0

User Guide – Athletes

Last Update: November 22, 2011

Preface

This ADAMS User Guide was designed to show you how to perform basic functions within ADAMS, step by step, in the most direct way. The individual sections are arranged in a sequence that follows a typical workflow.

Please note, too, that some screen shots may appear different than in your installation due to browser settings and hardware configuration of your computer.

What's New in ADAMS 3.0

ADAMS 3.0 features the following enhancements:

- A new **Whereabouts User Interface**: see Section 6.1.
- The **Whereabouts Guide**: see Section 7.4.1.2.
- Other **Whereabouts-related enhancements**: see Section 7.
- **TUE** enhancements: see Section 9

In this document, all new features are identified with an **ADAMS 3.0** icon in the right margin, as shown on the right.

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1 User Setup and General Notes

1.1 Before You Start

Before logging on to ADAMS for the first time, there are a few things you need to verify.

1.1.1 Supported Browsers

ADAMS is currently supported on the following browsers:

- Firefox Version 3.6+
- Microsoft Internet Explorer Version 8+

To verify which version you are running, click **Help /About** from the browser's main menu bar.

The Safari browser on Macintosh platforms is still not officially supported, although most of the issues encountered in the previous version users have been resolved for Safari Version 5. Should you encounter any technical issues while using ADAMS on a Macintosh computer, please report it to your ADAMS custodian organization and indicate the platform used.

Should you experience any technical issue while using a different browser, please try again using one of the above browsers. Free versions of the browsers are available at the following addresses:

- http://www.mozilla.com/en-US/firefox/all.html
- http://www.microsoft.com/windows/internet-explorer/worldwide-sites.aspx

1.1.2 Clear your Browser Cache – IMPORTANT!

If you used a previous version of ADAMS, it is possible that your cache contains information that will conflict with a more recent version.

In any case, **always** clear your cache before you use a new version of ADAMS. To obtain detailed instructions on how to proceed for your specific browser, you can refer to pages such as the following: http://www.wikihow.com/Clear-Your-Browser%27s-Cache.

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In a nutshell:

- If you are using Internet Explorer, select **Internet Options** from the **Tools** menu. Depending on the IE version you are using, you may click the **Delete** then the **Delete Files…** button in the **Temporary Internet Files** section of the **General** tab. Check the **Delete all offline content** checkbox and click **Ok** to clear your cache.

- If you are using Firefox, select **Clear Private Data** or **Clear Recent History** from the **Tools** menu. Make sure the **Cache** checkbox is selected; the other checkboxes can be blank. Then click the **Clear Private Data Now** or **OK** button.

1.1.3 ALLOW POP-UPS

Enabling the pop-up blocker may prevent some screens from appearing. In the Internet Explorer "Tools" menu, select "Pop-up Blocker Settings" and add adams.wada-ama.org to your "Allowed sites" list.

- If you are using Internet Explorer, select "Pop-up Blocker Settings" from the "Tools" menu and add adams.wada-ama.org to your "Allowed sites" list.
- If you are using Firefox, select "Options" from the "Tools" menu. In the "Content" tab, click the first "Exceptions…" button and add adams.wada-ama.org to your "Allowed Sites" list.

ADAMS includes a detector on the login page which will warn users if a pop-up blocker is enabled and inform them that ADAMS requires the use of pop-ups to execute properly.

1.1.4 SCREEN RESOLUTION

Make sure that your screen resolution is set to **1024x768** pixels for optimum performance. This can be set in Display Properties within Control Panel in a Windows operating environment.

1.1.5 USING A BOOKMARK

If you experience difficulties logging into ADAMS, it may be because your bookmark (if any) for ADAMS is not correct. For access to the Production system, ensure that your bookmark is set to: https://adams.wada-ama.org. The "s" suffix in **https** must be present. Remove any extra characters following the URL. To verify the URL:

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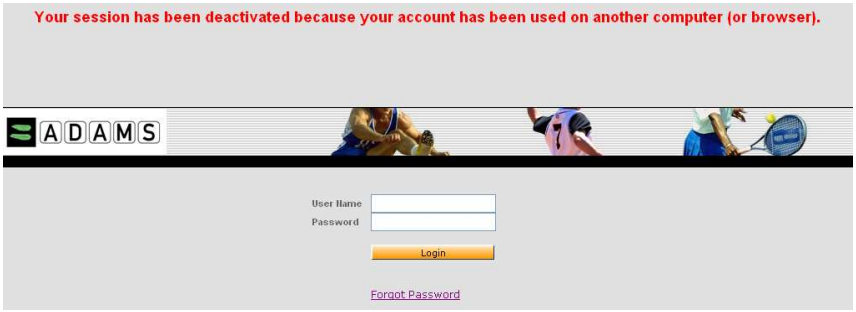
- If you are using Internet Explorer, click the **Favorites** button to display your bookmarks on the left hand side of the screen. Right-click the ADAMS bookmark, and select **Properties**. Ensure that the URL displayed exactly matches the one shown above.
- If you are using Firefox, select **Sidebar** from the **View** menu, then select **Bookmarks** to display your bookmarks on the left hand side of the screen. Right-click the ADAMS bookmark, and select **Properties**. Ensure that the URL displayed exactly matches the one shown above.

1.2 ADAMS BASICS

Time Out – For security reasons, ADAMS has been configured to time out after a certain period of inactivity. If you do not submit any data or click any of the links for this period of time, ADAMS will log you off the system. The maximum idle period is 30 minutes; should you exceed that period, then you will need to log in again.

Back Button – ADAMS **does not support** the use of your browser Back button and in most areas of the site you will discover that it does not work. Therefore it is required that you navigate through ADAMS by using the appropriate links. You can always return to the **My zone** page by clicking the ADAMS logo in the upper-left corner of the page:

One ADAMS Session Per User – You can only have one single ADAMS session at a time. Should you try opening another session for the same user on a different computer or browser, the initial session will be deactivated and the following message will be displayed:



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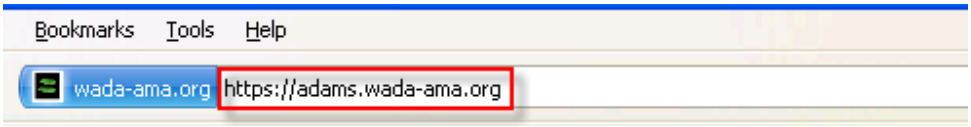
1.3 LOGGING IN

1.3.1 THE ADAMS URL

Enter the ADAMS address in the URL box of your browser: **https://adams.wada-ama.org**

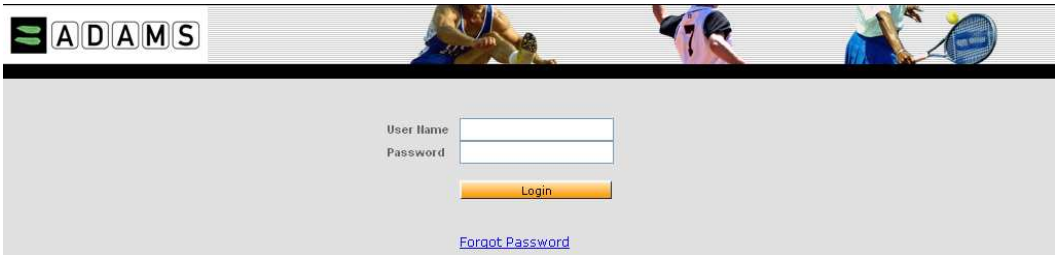


IMPORTANT: always include the "**s**" in the **https** part of the site address.

The first time you access ADAMS, it is recommended to type the address as shown above, instead of clicking a URL hyperlink from a document. Clicking a hyperlink may have caused access issues in the past on some specific platforms and browsers.

1.3.2 THE ADAMS LOGIN PAGE

You will be greeted with the following Log in screen:



Enter the Username and Password you received from your ADAMS custodian organization and click the **login** button to enter the site.
Make sure that your CAPS LOCK key is not activated when you enter your password. If it is, a pop-up will remind you to turn it off.

1.3.3 PROBLEMS LOGGING IN

1.3.3.1 Incorrect Username / Password

If you enter an incorrect username and password combination once or twice, ADAMS will display an error message:

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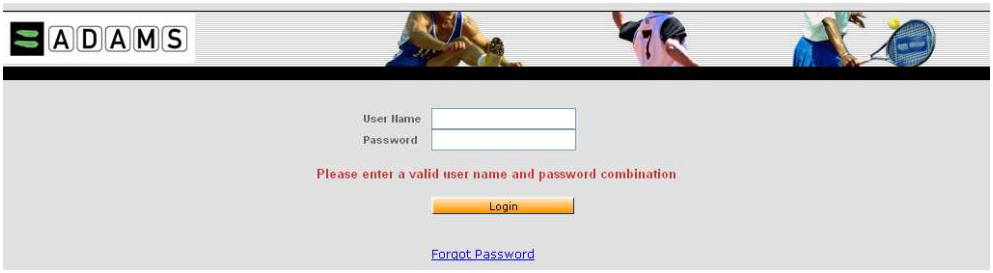
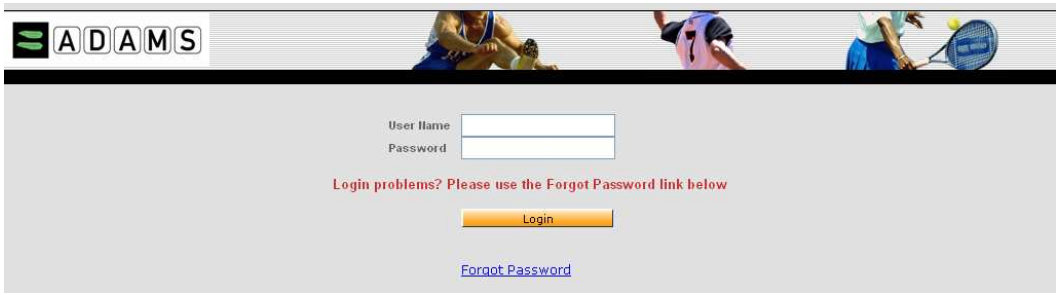


1.3.3.2 Temporary Lock

If you enter an incorrect username and password combination at least three times in a row, ADAMS will lock you out **for 60 minutes** and display a message suggesting that you use the Forgot Password link:



During that temporary lock period, entering the correct password will **not** work. However, you may contact your custodian organization or request a temporary password – see below.

1.3.3.3 Permanent Lock

If you enter an incorrect username and password combination at least nine times in a row, ADAMS will lock you out "permanently". At this stage you will have to contact your ADAMS custodian organization to have your password reset. The temporary password will **not** work if you are permanently locked out.

1.3.3.4 Forgotten User Names

Contact your ADAMS custodian organization if you forgot your ADAMS username.

1.3.3.5 Forgotten Passwords

You can click the "Forgot Password" link at the bottom of the ADAMS Login page, which will display the **Forgot Password** page:

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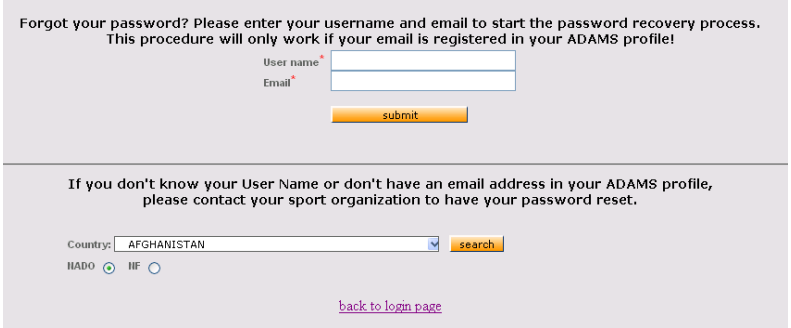
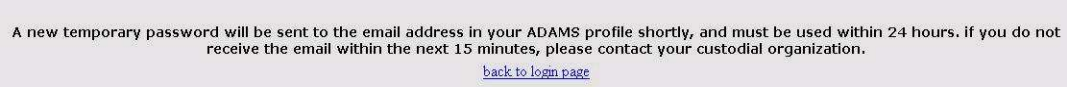

Forgot your password? Please enter your username and email to start the password recovery process.
This procedure will only work if your email is registered in your ADAMS profile!
User name*
Email*
submit
If you don't know your User Name or don't have an email address in your ADAMS profile,
please contact your sport organization to have your password reset.
Country: AFGHANISTAN
search
NADO
NF
back to login page

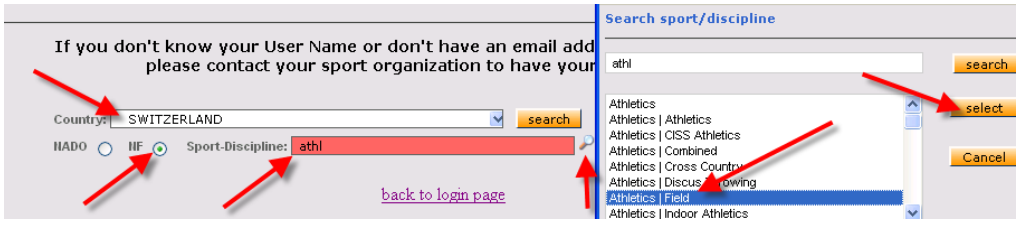
If you forget your password, you have two options:

1. **Request a Temporary Password**: If your ADAMS profile contains your email address, you can request a temporary password through email. Simply enter your username and email address – the same as the one saved in your ADAMS profile – in the upper section of the screen, then click the submit button:


A new temporary password will be sent to the email address in your ADAMS profile shortly, and must be used within 24 hours. if you do not receive the email within the next 15 minutes, please contact your custodial organization.
back to login page

ADAMS will then send you an email containing a temporary password, which you must use within 24 hours. If you do not receive an email within 15 minutes of submitting the request, verify your spam blocker if any – since the ADAMS email could have been intercepted – then contact your ADAMS custodian organization.

2. **Contact your ADAMS custodian organization** Your ADAMS custodian organization can reset your status in ADAMS, and issue a new password if required. If your custodial organization is a NADO or a National Federation, you can find their coordinates in the lower section of the **Forgot Password** page: select the country from the drop-down box; if the organization is a National Federation, click the NF radio button, search the sport and discipline (enter a few letters and click the magnifying glass), select the sport and discipline; then click the search button:



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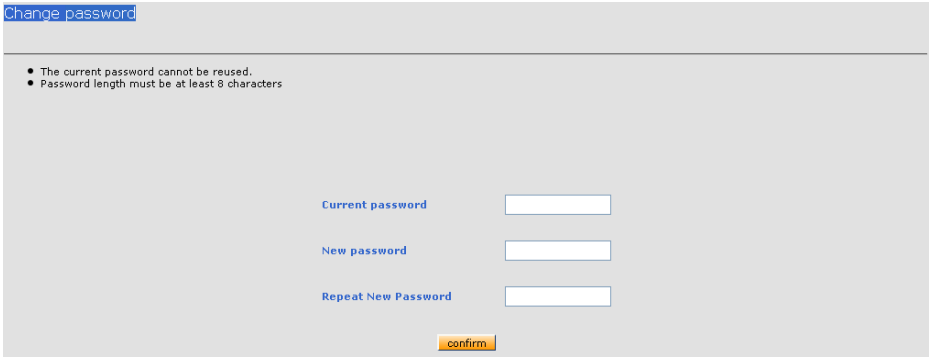
1.3.3.6 Changing the Password

ADAMS will prompt you to change your password:

- If you login to ADAMS with a temporary password, or
- On a regular basis, for security purposes.



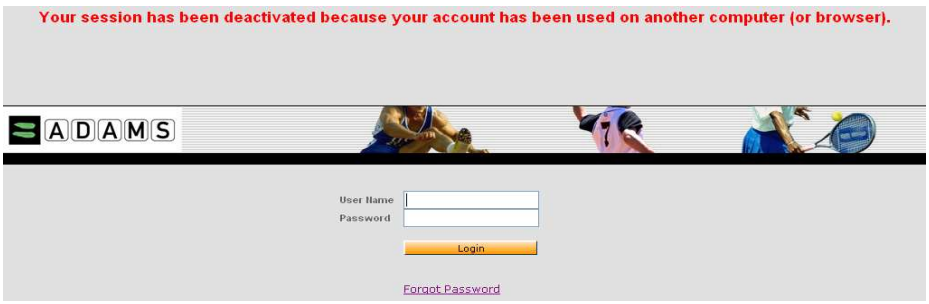
You can also change your password from the User Preferences. Please see the Users Preferences / Password Change section for more details.

1.4 LOGGING OUT

When you have finished working within ADAMS and wish to exit the program, click the **Logout** link in the top right hand corner of the window banner. This will safely exit you from the system and return you to the Log In page. At this point you may safely close your browser.

Please make a habit of ***always*** terminating your ADAMS session by clicking the **Logout** button, in the upper-right corner of the ADAMS page:

Should you not terminate a session properly – for example if you close your browser application or turn off your computer without logging out – then the "deactivated session" warning message might be displayed the next time you log in:



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If you follow the proper logout procedure and still see the above warning message, please contact your ADAMS custodian organization.

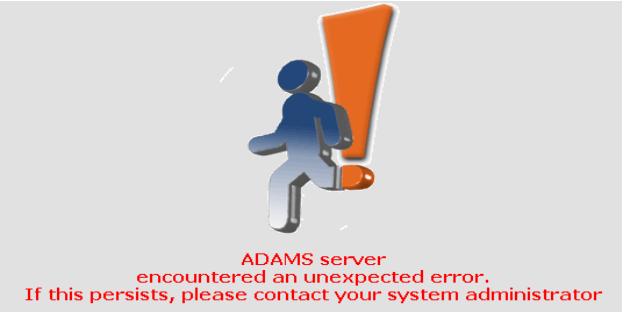
1.5 What To Do If You Encounter An Error

From time to time you may encounter an error on the ADAMS system. The more information that can be compiled about the circumstances around the error the easier it is to track and fix it quickly.

1.5.1 Collect Information

Therefore please take the time to submit the details.

1. Right-click the red error text (not the "running man" picture)
2. Select **View source**
3. Save the .txt file
4. Send an email to adams@wada-ama.org and attach the .txt file



Other Useful Information

- What time the error occurred
- What Internet browser you use
- What operating system (Windows XP, Windows Vista, Linux, etc) you run
- The speed of your Internet connection
- Your user name (only Username, not Password) and Organization
- What part of the screen the message was located in
- It is useful to mention the series of actions that occurred before the error was encountered, for example: how you accessed the page where the issue occurred, which link or button was clicked,, what value was entered or selected from a drop-down, was the "Previous" or "Next" button of your browser used - those are usually not supported in ADAMS- etc. Does the error occur consistently, and if so, how can you recreate it?
- Screenshot of the screen in error can also be useful.

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1.5.2 CONTACT THE ADAMS HELP DESK

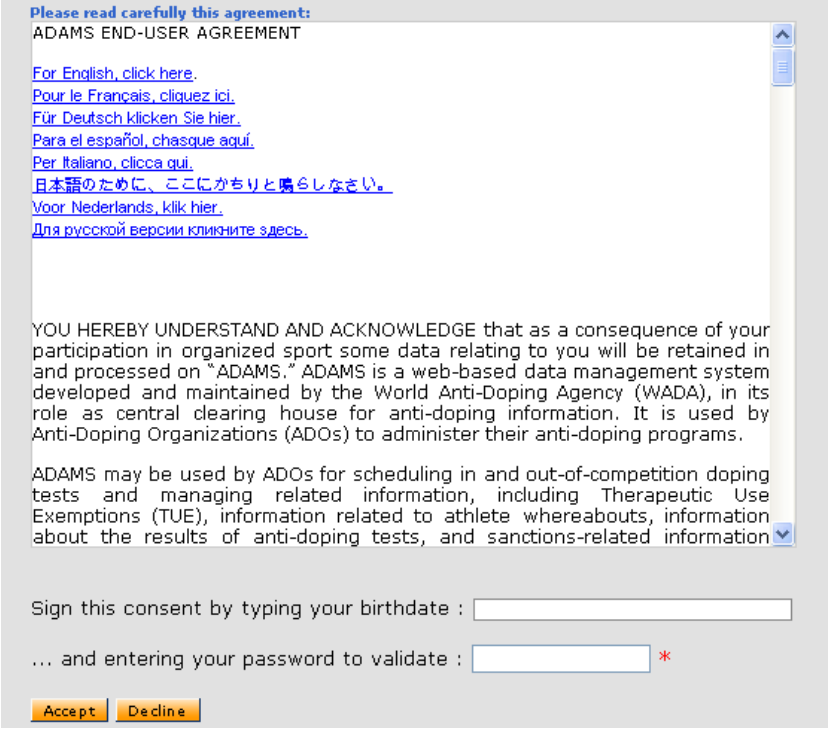
A Helpdesk is available to answer technical user queries about ADAMS. The Helpdesk, located in Québec, Canada, is available from Monday to Friday from 9am to 5pm Eastern Time.

1. From North America dial: 1(866) 922-3267 (1-866-92-ADAMS)
2. From outside North America dial: +1 (514) 904-8800

Should you require assistance outside of the helpdesk core hours please send an email at adams@wada-ama.org.

Athlete Consent Agreement

The athlete consent agreement requires that you as the athlete "sign" the agreement with your birth date and password. The birth date is simply recorded in the athlete's activity grid; it is not compared against the birth date stored in the system.


Please read carefully this agreement:
ADAMS END-USER AGREEMENT
For English, click here.
Pour le Français, cliquez ici.
Für Deutsch klicken Sie hier.
Para el español, chasque aquí.
Per Italiano, clicca qui.
日本語のために、ここにかちりと鳴らしなさい。
Voor Nederlands, klik hier.
Для русской версии кликните здесь.
YOU HEREBY UNDERSTAND AND ACKNOWLEDGE that as a consequence of your participation in organized sport some data relating to you will be retained in and processed on "ADAMS." ADAMS is a web-based data management system developed and maintained by the World Anti-Doping Agency (WADA), in its role as central clearing house for anti-doping information. It is used by Anti-Doping Organizations (ADOs) to administer their anti-doping programs.
ADAMS may be used by ADOs for scheduling in and out-of-competition doping tests and managing related information, including Therapeutic Use Exemptions (TUE), information related to athlete whereabouts, information about the results of anti-doping tests, and sanctions-related information
Sign this consent by typing your birthdate :
... and entering your password to validate :
*
Accept
Decline

However, you must enter the correct password to accept the agreement and login to ADAMS.

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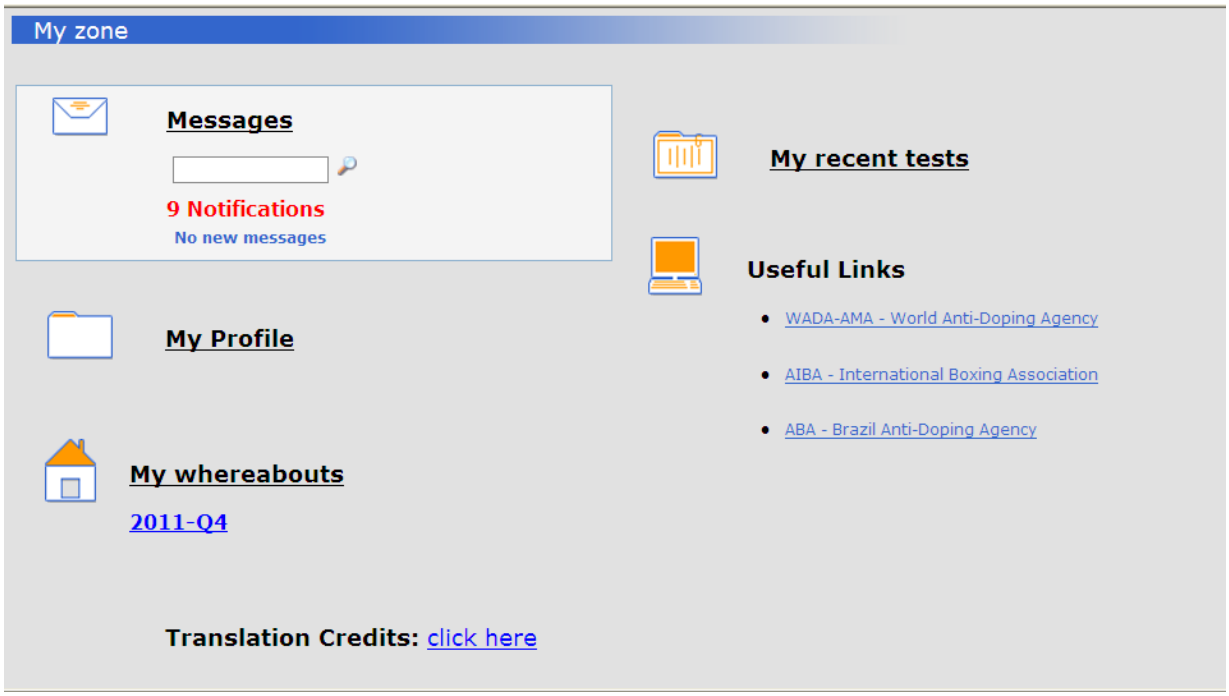
2 MY ZONE – HOME PAGE

When you first log in to ADAMS, your ***User Home*** page loads. It is called **My zone** and it features links to launch various system modules.

2.1 MODULES



2.1.1 MESSAGES

The *Messages* link allows you to receive and review messages and notifications sent either by other ADAMS users or generated automatically by the system. You might receive a message from an Anti Doping Organization or from your sport federation; also the system will generate notifications to remind you of overdue whereabouts submissions, Therapeutic Use Exemptions having been approved or rejected.

2.1.2 MY WHEREABOUTS

From the *My Whereabouts* link you can review existing whereabouts details or create and

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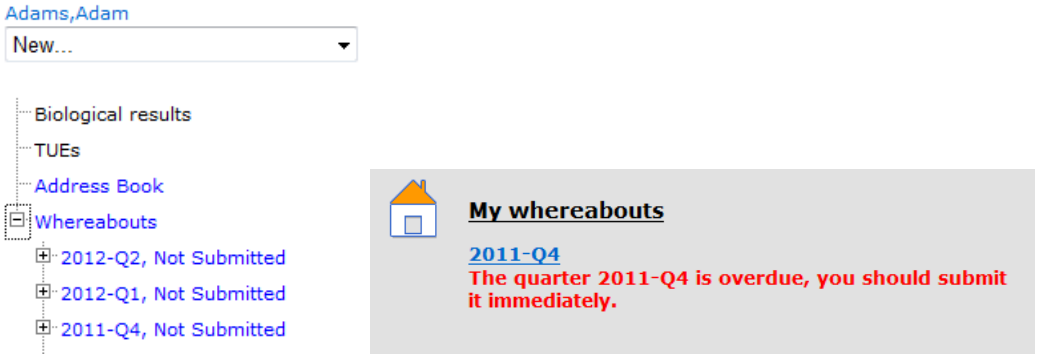
submit new whereabouts information. You might also receive warnings if the submitted whereabouts do not meet the set Whereabouts requirements. When clicked on the link or any of the quarters displayed to the left side of the screen, a new window will open with the whereabouts guide and the quarter's calendar.



Whereabouts must be submitted before the beginning of a new quarter.

Four weeks before the start of the next quarter, a message will appear in your MyZone page

2.1.3 MY PROFILE

The *My Profile* link allows you to view and update your demographic profile, keeping all contact address and telephone details accurate and current.

It is recommended to enter your email address in the Contact Details section. Should you ever forget your password, you can use the "Forgot password" link to have a temporary password sent to this email address. Please ensure that your email address is current at all times; you can test it by clicking the "Email" button.

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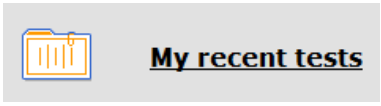
2.1.4 MY RECENT TESTS

Using the *My Recent Tests* link you are able to review the results of any recent doping tests along with contact information of the relevant Results Management Authorities.



2.1.5 USEFUL LINKS

There is also a link to the World Anti Doping Agency's website and there may be other useful web links added to this area.

2.2 CONTACT LINK

A popup containing the contact information of various organizations is now available for all users of the system. The **contact** link is located in the top frame of ADAMS, next to the HELP link.

Clicking this link will display a popup which allows you to search for any organization registered in ADAMS.

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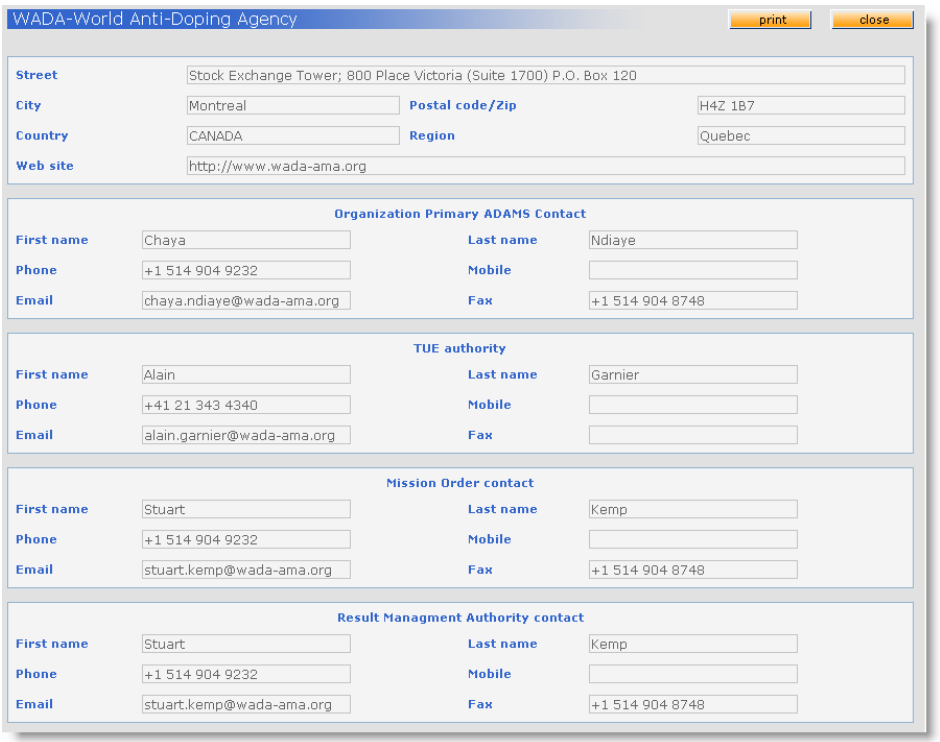
The criteria are as follows:

- Short name/long name: Tries to match the text entered with either the short name or long name of an organization
- Role: Searches for organizations having at least one of the roles chosen. If lab is the only role criteria chosen, then the results will return only pure labs.
- Countries: Searches for organizations (usually a NADO or NF) configured with at least one of the countries chosen.
- Sports: Searches for organizations (usually an IF or NF) configured with at least one of the sports chosen.

After clicking the search button, a list of organizations that meet the criteria will be listed. The name of each organization is in turn a link that will display a popup showing the organization's contact information.



- This information is entered by the administrator of each organization or can be entered by the ADAMS administrator on their behalf.
- If a section does not contain any information, it will be omitted from the display.

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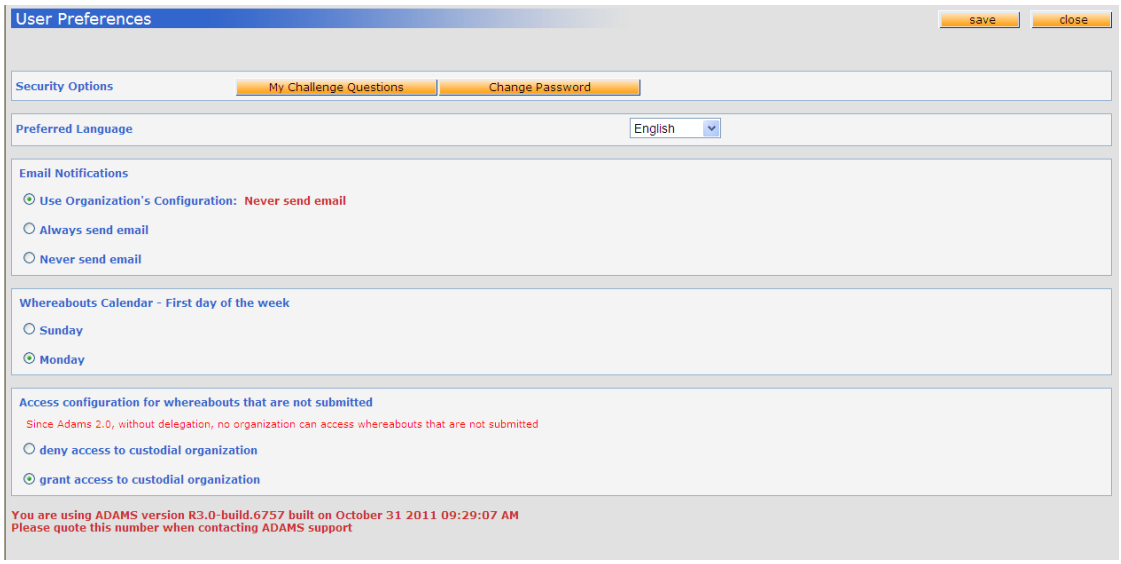
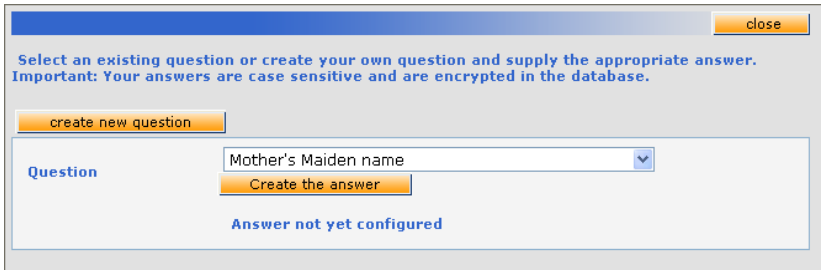
2.3 USER SETTINGS


User Preferences
save
close
Security Options
My Challenge Questions
Change Password
Preferred Language
English
Email Notifications
Use Organization's Configuration: Never send email
Always send email
Never send email
Whereabouts Calendar - First day of the week
Sunday
Monday
Access configuration for whereabouts that are not submitted
Since Adams 2.0, without delegation, no organization can access whereabouts that are not submitted
deny access to custodial organization
grant access to custodial organization
You are using ADAMS version R3.0-build.6757 built on October 31 2011 09:29:07 AM
Please quote this number when contacting ADAMS support

- The User Preferences window allows you to manage your own password, configure challenge questions, set your preferred language, enable email notifications, define the first day of the week as to be displayed in your Whereabouts Calendar and allow your custodian to gain access to your not submitted Whereabouts details.
- To access the User Preferences window, either click your name link at the right top in the ADAMS banner.

2.3.1 CHALLENGE QUESTIONS

To configure your challenge questions, click the My Challenge Questions button in the User Preferences window.


close
Select an existing question or create your own question and supply the appropriate answer.
Important: Your answers are case sensitive and are encrypted in the database.
create new question
Question
Mother's Maiden name
Create the answer
Answer not yet configured

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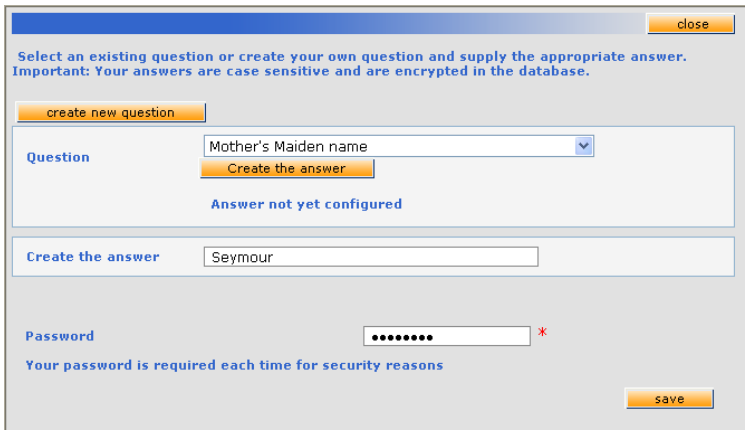
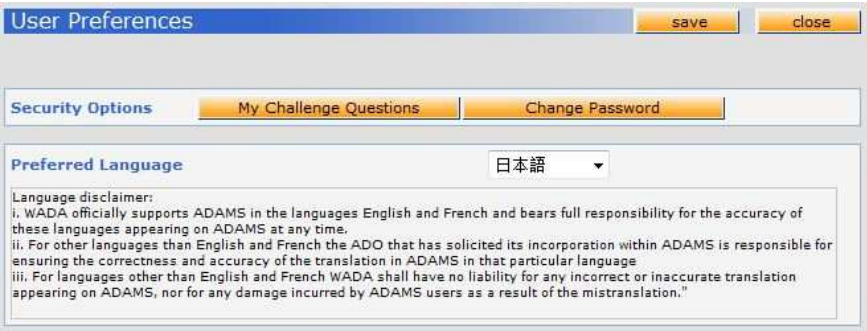
Click the "Create Question" button, enter your question (e.g. Mother's maiden name, Name of first pet, Street you grew up on, City of birth, etc…) and then enter the answer by clicking the "Create Answer" button.


close
Select an existing question or create your own question and supply the appropriate answer.
Important: Your answers are case sensitive and are encrypted in the database.
create new question
Question
Mother's Maiden name
Create the answer
Answer not yet configured
Create the answer
Seymour
Password
Your password is required each time for security reasons
save

2.3.2 LANGUAGE SETUP

You may select one of the eleven languages currently supported by ADAMS: English, French, Japanese, Spanish, German, Arabic, Russian, Dutch, Finnish (Suomi), Chinese, Korean and Italian. Select the desired language from the drop-down list, and then click the **Save**. ADAMS will then redisplay the **My Zone** page in the language you selected.

A disclaimer is displayed when the user selects a language other than French or English:


User Preferences
save
close
Security Options
My Challenge Questions
Change Password
Preferred Language
日本語
Language disclaimer:
i. WADA officially supports ADAMS in the languages English and French and bears full responsibility for the accuracy of these languages appearing on ADAMS at any time.
ii. For other languages than English and French the ADO that has solicited its incorporation within ADAMS is responsible for ensuring the correctness and accuracy of the translation in ADAMS in that particular language
iii. For languages other than English and French WADA shall have no liability for any incorrect or inaccurate translation appearing on ADAMS, nor for any damage incurred by ADAMS users as a result of the mistranslation."

2.3.3 PASSWORD RESET

Click the Change Password button in the User Preferences window.

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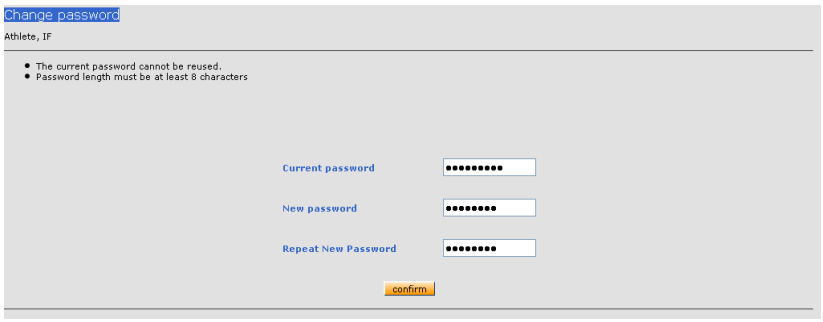
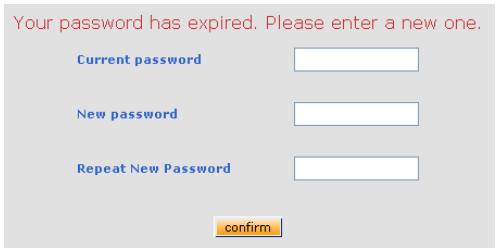


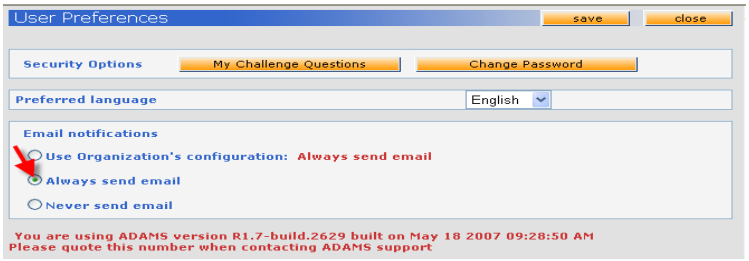
- Enter your current password, enter the new password and then confirm it.
- Note that your new password must be at least 8 characters in length.

Due to the Security Policy passwords must be changed every 90 days. When you have to change your password because it has expired, a message will be displayed at the change password screen.



2.3.4 EMAIL NOTIFICATIONS

ADAMS can send you an email every time you receive an ADAMS internal notification (see Message help). Pre-condition is that you must have provided an e-mail address to your custodian organization that on its turn must have enabled the e-mail functionality. Select **Always send email**: to always receive an email.



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2.3.5 WHEREABOUTS ACCESSIBILITY

There are restrictions on when your Custodial organization can view and edit your whereabouts details.

- You and your athlete agents can at all times view and modify your whereabouts.
- **If you don't have an ADAMS user account**, your *Custodial organization* can view and modify your whereabouts details regardless of whether you have submitted your whereabouts already or not. Other organizations with access can *only view* your *submitted* whereabouts details.
- **If you have an ADAMS user account**, your *Custodial organization* can view and modify only your submitted whereabouts. Other organizations with access can *only view* your *submitted* whereabouts details.

However, if you have an ADAMS user account, you may allow your Custodial organization to gain access to your whereabouts details regardless of whether they are submitted or not. To do this, you need to change the option in your preferences.

Access configuration for whereabouts that are not submitted
Since Adams 2.0, without delegation, no organization can access whereabouts that are not submitted
deny access to custodial organization
grant access to custodial organization

2.4 PRINT ALL

Some ADAMS pages feature a **print** button. It allows you to easily print out the page being displayed on screen, including the data within the non-displayed tabs. This provides a simple way to create a hard copy of a record in the system.

- Simply click the print button that appears when viewing a record in either view or edit mode. Your computers print dialog box will then appear (adjusting the left and right margins may be necessary to ensure the page does not get cut off). The data will be printed out as a screenshot of what appears on screen.
- Please note that when printing in edit mode, the printout will be exactly as it appears on the screen even if it the data hasn't been saved. To be sure that the data printed is what is in the system, it is recommended to print in view mode only.
- The pages that have this feature are:
    - TUE
    - Test

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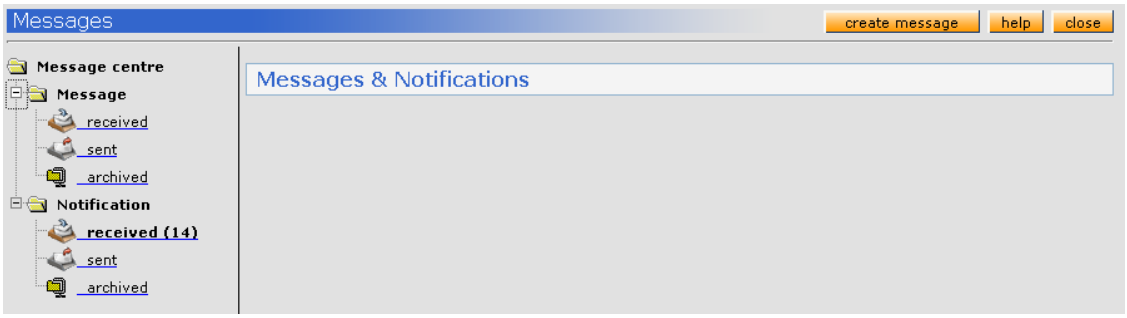
3 MESSAGES

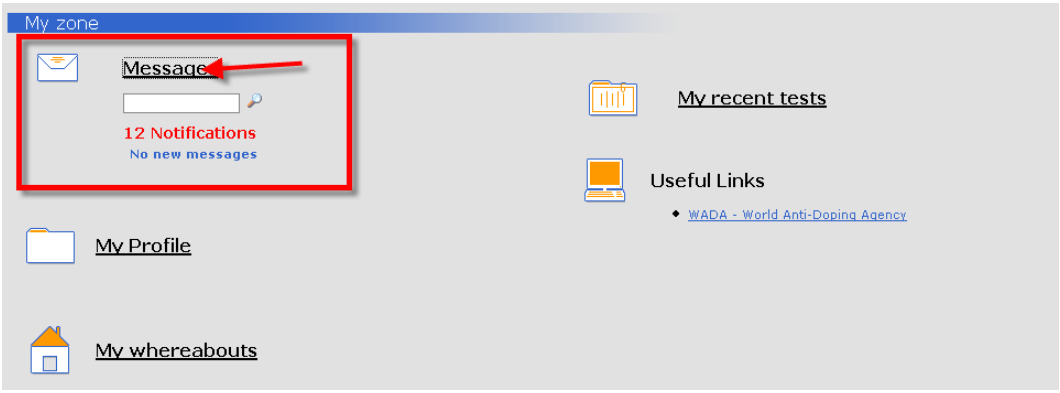


Athlete users can send messages to:

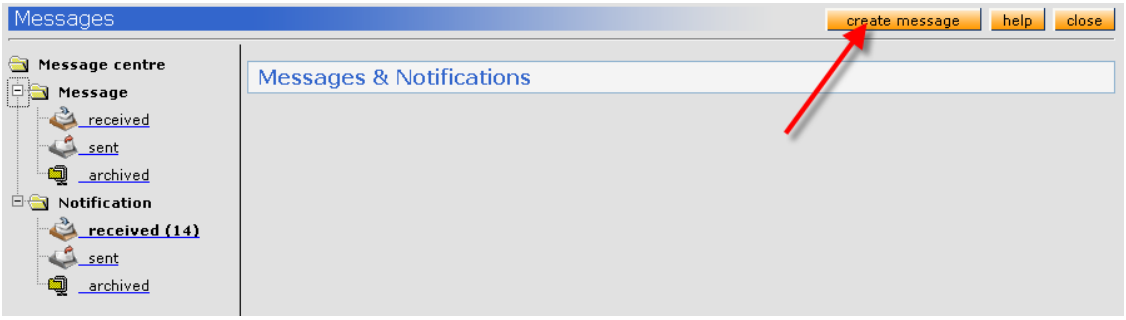
- Every administrator of his organization;
- Every other organization which has access to him and which has at least one user with the "message" notification type;
- Their agent(s).

3.1 HOW TO CREATE MESSAGES:

1. Go to the Messages section



2. Click **Create New message**



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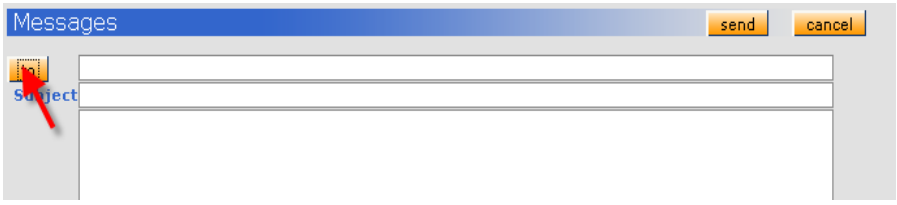
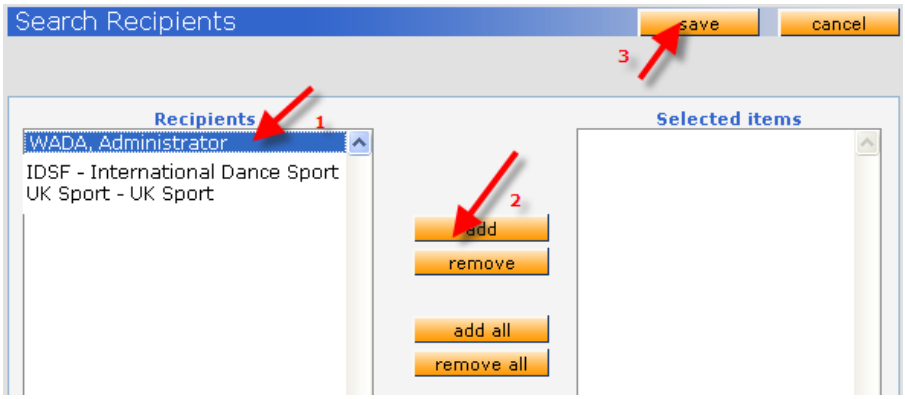
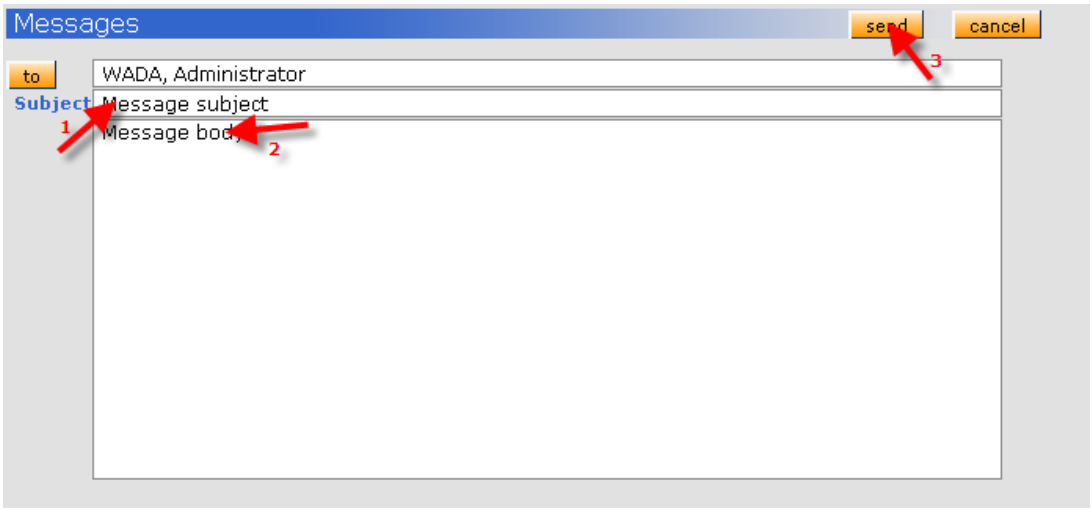
3. a New message window will open, click "**To"** to select the users you would like to contact





   a. Select your recipient
   b. Click **add**
   c. **Save**

4. enter the subject and the body of the message and click send



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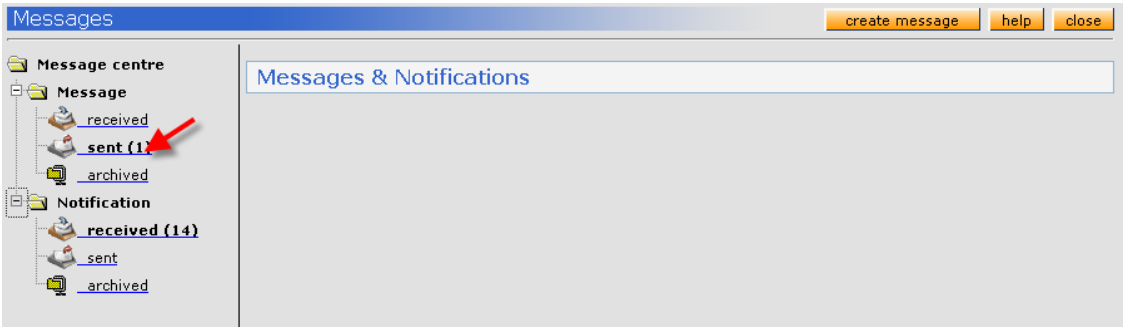
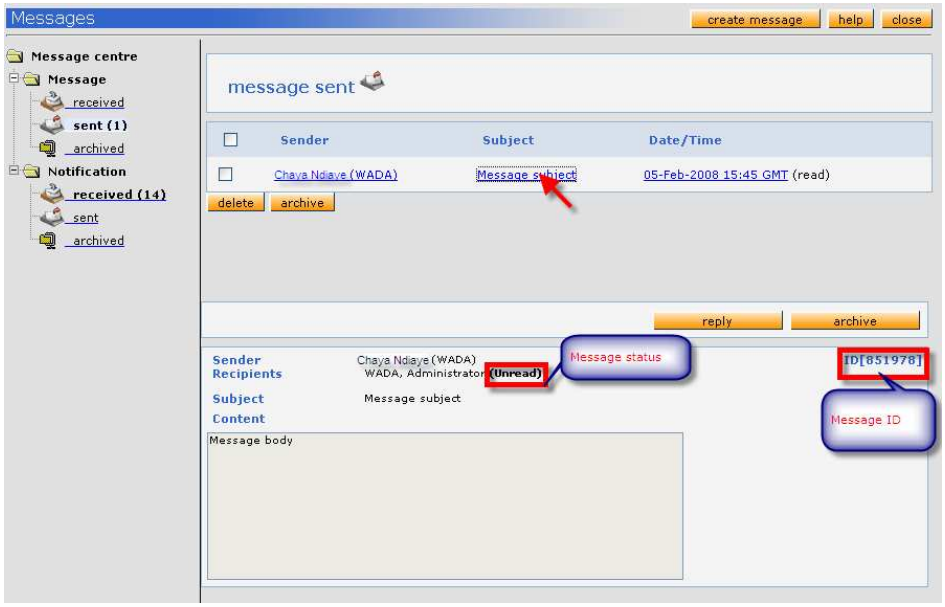
3.2 VERIFY THE STATUS OF A MESSAGE

1. Go to the sent folder



2. Click the message subject to open it.



   a. From the details of the message you can retrieve the following information:
      - Verify if the receiver read the message: Next to the receiver's name the system will display Read or Unread
      - Get the message ID: that ID can be used to quickly retrieve messages or notifications for the ADAMS homepage.

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3.3 QUICKLY RETRIEVING YOUR MESSAGES

1. Go to the ADAMS homepage, enter the message ID and press enter. The message ID is included in the email notification you received if your account is setup for it.

2. The system will open the message

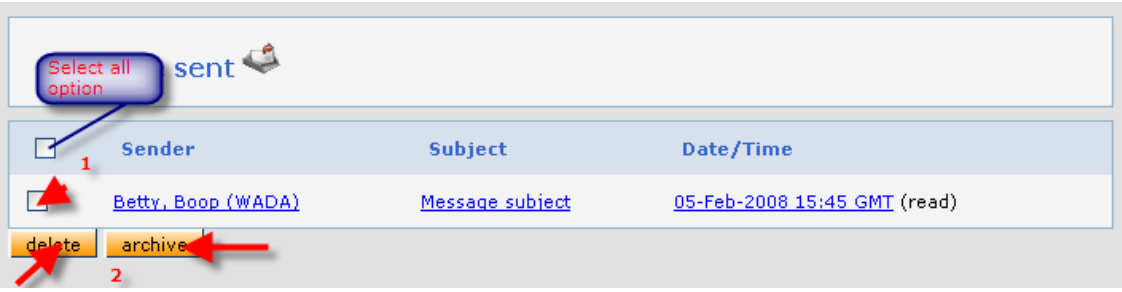
3.4 DELETING / ARCHIVING YOUR MESSAGES

3.4.1 TO DELETE A MESSAGE

1. Go to the message (in any of the folders)
2. Select the box in the left (or use the select all option)
3. Click Delete

3.4.2 TO ARCHIVE A MESSAGE

1. Go to the message (in any of the folders)
2. Select the box in the left (or use the select all option)
3. Click Archive



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4 NOTIFICATIONS

Notifications are either manually or automatically sent by ADAMS to the different users. Each notification includes:

- A sender: user that made the action
- Recipients: the athlete
- Reference link: link to the record (TUE, Whereabouts)
- Subject: notification subject
- Content: related information

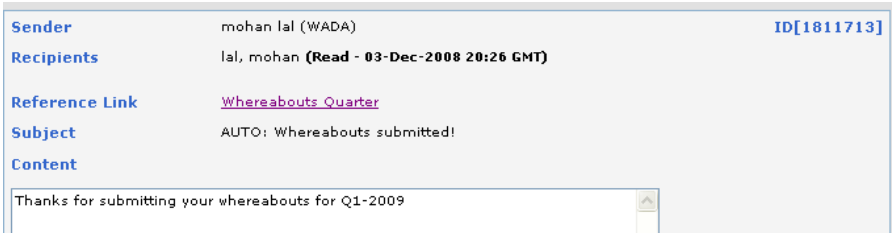
4.1 AUTOMATIC DELETION OF NOTIFICATIONS

Received and sent notifications are automatically deleted after 42 days. Furthermore, all received unread notifications in excess of 300 will be deleted. To avoid the automatic deletion of notifications, you can move them to the archive folder.

The following notifications can be received by an athlete:

4.2 WHEREABOUTS SUBMISSION CONFIRMATION

This notification is sent whenever you as the athlete, your agent or your organization user submits your whereabouts.
For Quarterly submission:



4.3 WHEREABOUTS ACCESSIBILITY MODIFICATION

When access of the Custodian organization to your Whereabouts details that are not submitted is granted/revoked *by the administrator of your Custodian*:

- **Subject**: AUTO: Custodian organization has taken/released access to your Whereabouts that are not submitted!

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- **Message**: Your Custodian organization <short name> has taken/released access to your Whereabouts that are not submitted!

4.4 TEAM WHEREABOUTS MODIFICATION

When a Team manager of a team you are a member of modifies the team whereabouts (affecting your individual whereabouts calendar):

- **Subject:** AUTO: Whereabouts modified by a team manager(s)
- **Message:** Your whereabouts have been updated due to some modifications done in team (s) you are member of.

4.5 TUE STATUS MODIFICATION

Is sent by the system every time the sporting organization to whom you submitted your TUE, modifies the status of your TUE-application.

When you submit your TUE-application, your Sporting organization will receive a notification:

- **Subject:** AUTO: Athlete submitted a TUE: T-7239
- **Message:** Athlete submitted a TUE!

If there are no users within the Sporting organization with the specific notification type set up, a warning message will be returned to you to inform you.

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4.6 TUE Approval / Rejection / Incompletion / In Process

Every time a user of the sporting organization sets the status of your application to approved, declared, rejected or marks your TUE status incomplete or 'in process' you will receive one of the notifications below.

In the cases of an Approved status, the other organizations with access to your record (including your Custodian organization if different from the Sporting organization) and WADA receive the notification.

Subject:

AUTO: TUE has been rejected: T-7239

Message:

TUE has been rejected!

Subject:

AUTO: TUE has been approved: T-7239

Message:

TUE has been approved!

Subject:

AUTO: TUE has been cancelled: T-7239

Message:

TUE has been cancelled!

Subject:

AUTO: TUE is incomplete: T-7239

Message:

TUE is incomplete!

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4.7 ACCESSIBILITY NOTIFICATION

You will receive an accessibility notification when:

- ☐ Access is granted to an athlete agent

When an athlete agent obtains access to an athlete, the athlete will receive the following notification -

Subject:

AUTO: Add access to an athlete agent

Message:

The agent added is : Lastname firstname

- ☐ Access is revoked from an athlete agent

Subject:

AUTO: Remove access from an athlete agent

Message:

The agent removed is: Lastname firstname

- ☐ When your Custodial is transferred to another organization

Subject:

AUTO: New custodial organization

Message:

Your new custodial organization is: CCES - Canadian Centre for Ethics in Sport

- ☐ When an organization is removed from your access list

- **Subject:** AUTO: Remove from access list an organization
- **Message:** The removed organization is: CCES - Canadian Centre for Ethics in Sport

- ☐ When your username is locked after three unsuccessful attempts at login, the administrator from your custodian organization receives the following notification:

- **Subject:** User was locked
- **Message:** User Last name, First name (username) was locked.

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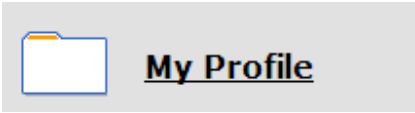
5 My Profile

The **My Profile** link allows you to view and update your demographic profile, keeping all address and telephone details accurate and current.

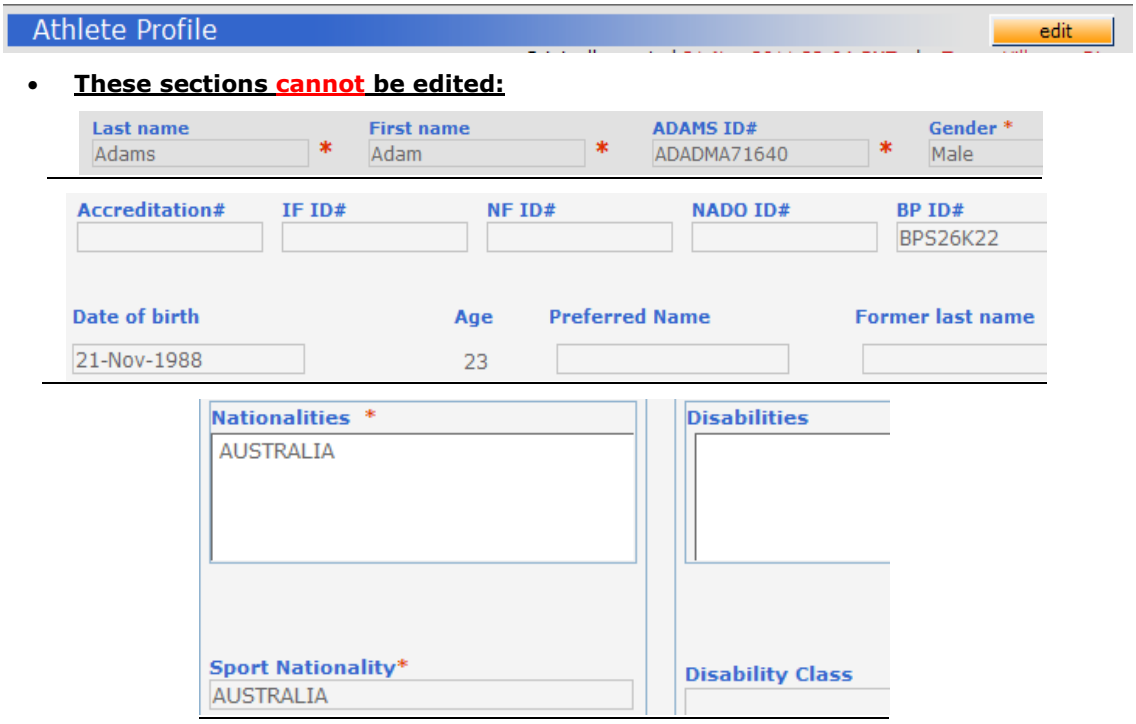
It is strongly recommended to enter and save your **email address** in your ADAMS profile. This would allow you to use the **Forgot Password** option on the ADAMS login page (which sends a temporary password to the email address in your profile), should you experience issues with your ADAMS password. See point 5. below.

5.1 View / Edit your Profile Information

1. Click **My Profile**



2. Review your profile or modify your contact details by clicking on the **Edit** button in the top right corner of the screen



- **These sections cannot be edited:**

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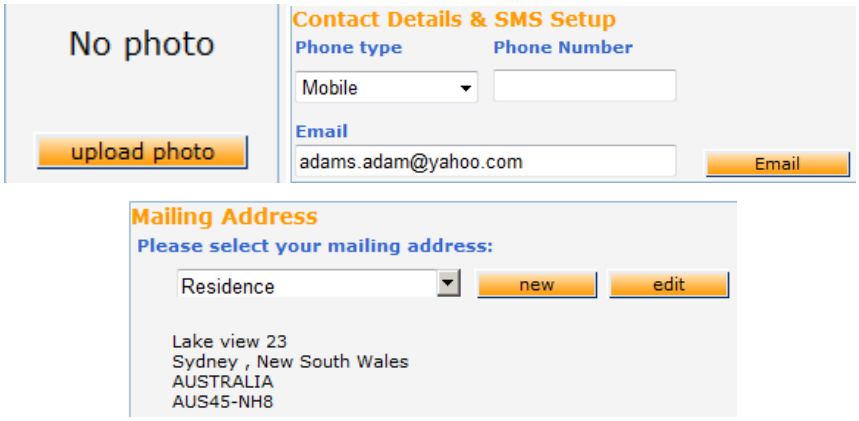
- **These sections can be edited:**



3. Click **upload photo** to add a photo to your profile: image files should not exceed 1 MB in size and must be of type gif, jpeg, jpg or png.
4. Click **add phone number** to enter a new phone number to your profile, and then select the type from the drop-down box.
5. Enter you contact **e-mail address**: (the 'E-mail' button redirects you to e.g. MS-Outlook). Entering an email address in your ADAMS profile serves two purposes:
    a. Should you experience problems with your ADAMS password, you can ask ADAMS to send you a temporary password to the email address in your profile. This is done through the **Forgot Password** link on the ADAMS login page.
    b. Every time a notification is sent to you in ADAMS (for example following your whereabouts submission, or TUE approval, etc.), you can ask ADAMS to send you an email at this address. See the section on Email Notifications in this guide for more details.
6. The **mailing address** is the place where you are certain that any mail will be brought to your attention immediately and it is used by you Anti-Doping Organization to contact you whenever necessary, including for whereabouts purposes.

ADAMS 3.0

    - Select the type of address you are about to enter from the Type drop down list.
    - Enter a description of the address you are adding, and then complete the form with the relevant address information.
    - The country and region fields are drop down pick lists that you select from.
    - Click the **Save** button for the address form
7. Click the **Save** button for the page, there is one located at both the bottom and the top of the demographic page for your convenience.

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Activating SMS

If your custodian organization accepts SMS messaging for whereabouts updates in ADAMS, you can activate the SMS option on one or more mobile telephone numbers in your profile. To do this:

a. Click the use SMS checkbox for the *mobile* telephone you wish to register for SMS service. The **test connection** button will appear, along with the caption **To be tested**. Here are some examples of proper telephone number formats for SMS use:

   - +1 514 555 1212 (North America)
   - +33 412 3456 (France)
   - +44 778 155 5666 (United Kingdom)

b. Click the **test connection** button. ADAMS will then send a message to the mobile telephone number being registered. The message will instruct you to send a three-digit number to an SMS number owned by ADAMS. (*Do not simply reply, but create a new message with the three-digit number.*) You should send this message within 24 hours; otherwise it will expire and you will have to test the connection in ADAMS over again. The instruction contained in the message will also appear on the ADAMS page until the test is complete.

c. Once you have sent a message with the correct code as per instructions, and after your message is received by ADAMS, the **Test OK** caption will be displayed in ADAMS next to the telephone number. At this time you may start sending Whereabouts updates to ADAMS via SMS.

d. ADAMS will also send an SMS confirmation every time it will receive a whereabouts update via SMS. You may choose to deactivate this option by unchecking the **Enable SMS confirmation** checkbox, which appears following the **Test connection** button, then clicking **save**.

e. You can at any time disable SMS for a specific telephone number by editing your profile and un-checking the **use SMS** checkbox, then clicking **save**. Once SMS is disabled on a specific telephone number, you must follow the above procedure if you wish to re-enable SMS on the same telephone number. You can also re-initiate the validation procedure at any time (uncheck the **use SMS** checkbox and **save**, then check it and test the connection again) if you suspect that there are issues with SMS messages going through the mobile network.

SMS phone number:

- **ADAMS Production (https://adams.wada-ama.org) :+44 7781 480710**
- **ADAMS Training (https://adams-training.wada-ama.org):+44 7624 802848**

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5.2 ENABLING SMS

An SMS feature in ADAMS makes it simple for athletes to submit Whereabouts updates using a mobile phone, smart phone, or PDA. While athletes are still required to enter Whereabouts into ADAMS on a quarterly basis, this new SMS feature facilitates updates, especially when Internet is not available.

Please refer to **Activating SMS** in Section **View / Edit Your Profile Information** for detailed instructions on how to activate the SMS option in ADAMS for a mobile telephone number.

How it works: An athlete enters a short message describing his or her change of plans and sends this via SMS directly to ADAMS using a "virtual" mobile number. Upon receipt, ADAMS files this message in the athlete's Whereabouts calendar as determined by the athlete's mobile telephone number. This message will be considered as a change to whereabouts and will be added as an attachment to today in the athlete's whereabouts calendar. A "SMS Whereabouts Notification" is automatically sent to the anti-doping organization's Whereabouts coordinator indicating that an SMS message has been received from the athlete. The notification contains a link to the received message. When the Whereabouts coordinator opens the notification, the athlete's record will be automatically retrieved and the corresponding month's Whereabouts calendar will be displayed on the screen. The Whereabouts coordinator will update the athlete's calendar as instructed by the SMS text message.

An athlete can activate and configure his account to accept SMS messages from one or more mobile phones. This is done by placing a "Use SMS" checkbox next to each mobile phone number in an athlete's profile.

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You will notice other Tabs on your Profile page:

5.3 SPORT/DISCIPLINE

The **Sport/Discipline tab** lists the sports practiced by you as an athlete, the International Federation(s) and National Federation(s) you are affiliated with, Registered Test pool information, the Team/Groups you are a member of. This information has been entered by your Custodian organization and other Anti-doping organizations, you only have Read access (you cannot edit this information).

5.4 SECURITY

The **Security tab** displays the list of the organizations that have access rights to your ADAMS file, and also indicates which organization has a 'whereabouts custodial' role for you as an athlete within the system. If the custodial organization changes for some reason, you will receive a system generated notification, (assuming you have an ADAMS user account). As well, each time an organization is added or removed from your access list, a notification will be sent.

This tab also displays any other non athlete personnel entered into ADAMS as an agent or representative for you. This might be your coach, trainer, manager, relative or medical practitioner. Each time a so-called athlete representative is added and linked to you as an athlete, ADAMS will generate and send a notification to you.

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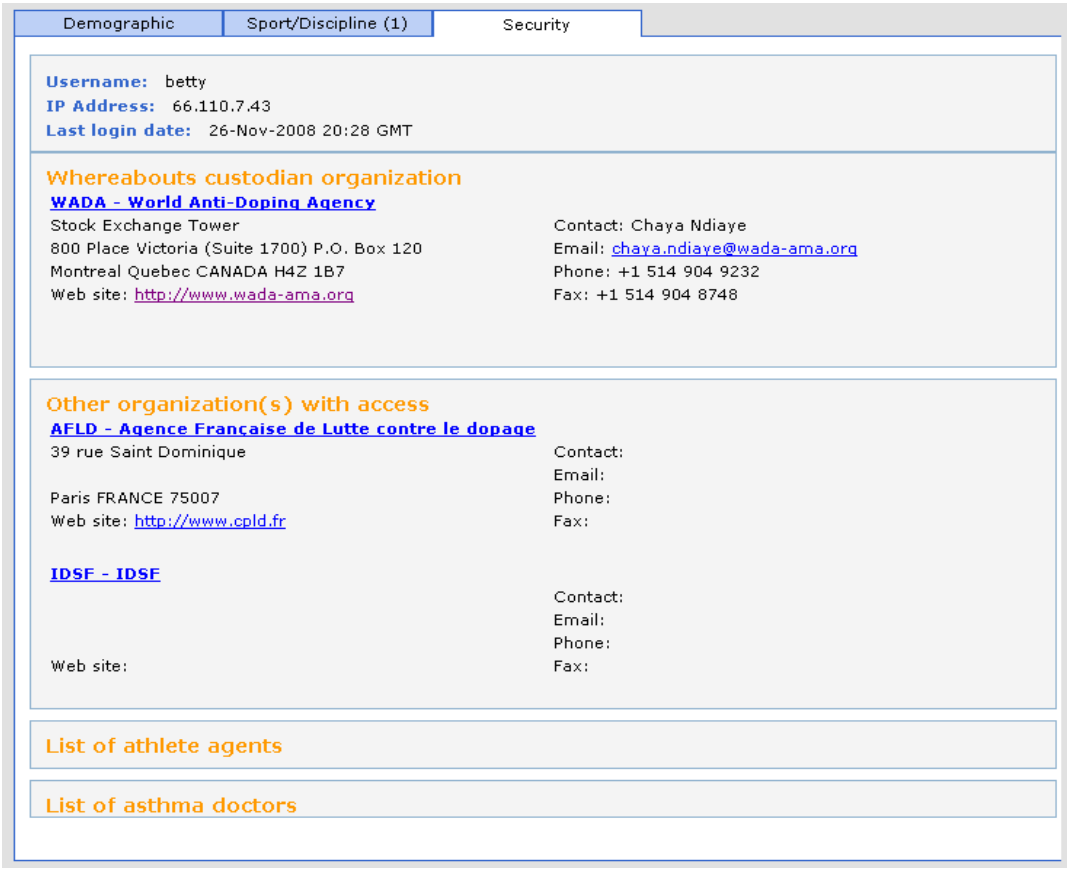
This tab also displays your Athlete doctors: Doctors with a proper username can login ADAMS and help you entering your TUEs. These Athlete doctors will have limited access to your data, but they can be granted access by your custodian organization to enter TUE data on your behalf.

To have any content changed, please contact your custodial organization.



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6 My Address Book

Your address book stores all the addresses to be used in your whereabouts calendar. It also stores your mailing address, used in your profile.

6.1 What Changed since ADAMS 2.3

Addresses replace the **location descriptors** that were used in ADAMS 2.3. The major difference is that an address is not linked to a whereabouts category. Therefore the same address can be used as an overnight accommodation, a regular activity, etc.

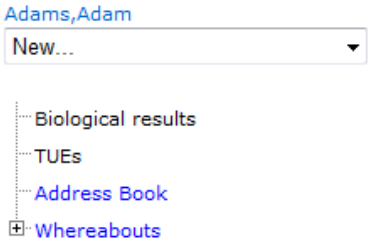
Addresses remain in the address book as long as they appear in the past whereabouts calendars. Therefore it is no longer required to copy them from the previous quarter every three months. They will be automatically purged from the address book if they are no longer used in the past quarters, accessible from the athlete tree.

All addresses used in your whereabouts calendars prior to ADAMS 3.0, and mailing addresses located in your profile, have been migrated to your address book.

All addresses used in team whereabouts calendars have been migrated to the address book of each team.

6.2 Address Book Page

Clicking the Address Book link – either on the banner or the athlete tree – brings up the address book page:



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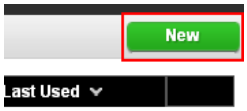
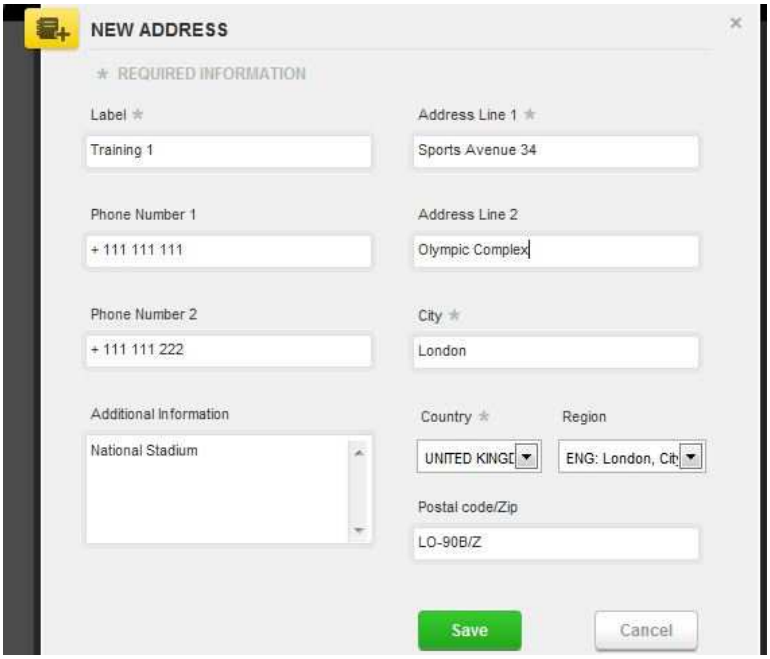
You can click the heading of the column by which you want to sort. You can click it again to toggle the sorting order between ascending and descending, as shown by the arrow.

6.3 CREATING AN ADDRESS

You can click the New button, in the upper-right corner of the Address Book page, to create a new address entry. The New Address pop-up will be displayed:





All mandatory fields are indicated with an asterisk (*):

- Label (mandatory): this label will appear on the whereabouts calendar. The label must be unique. For example: "Home", "Gym", "Stadium", etc.
- Address Line 1 and 2 (line 1 is mandatory)

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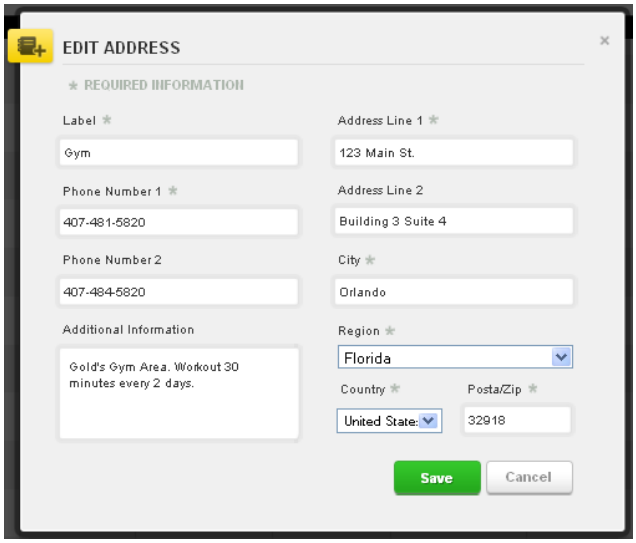
- City (mandatory)
- Region: this can be for example a province, a state, department
- Country (mandatory)
- Postal / Zip
- Phone Number 1 and 2
- Additional information: this field could contain, for example, instructions on how to find the address, etc.

6.4 EDITING AN ADDRESS

You can edit an entry in your address book. Just click any entry on the list to bring up the Edit Address pop-up.



You can make changes to any address field, then click **Save**. Otherwise, clicking **Cancel** or the close icon (**x**) in the upper-right corner will cancel any change and close the pop-up.

The mandatory fields are indicated with an asterisk next to their label. The Label field must be unique; if it already exists in the address book, an error message will ask you to change it.

If the original address was used in past whereabouts entries, then it will remain in the address book; the label of the old address will automatically be appended a numeric suffix to differentiate it from the current version. *Past whereabouts entries cannot be changed.*

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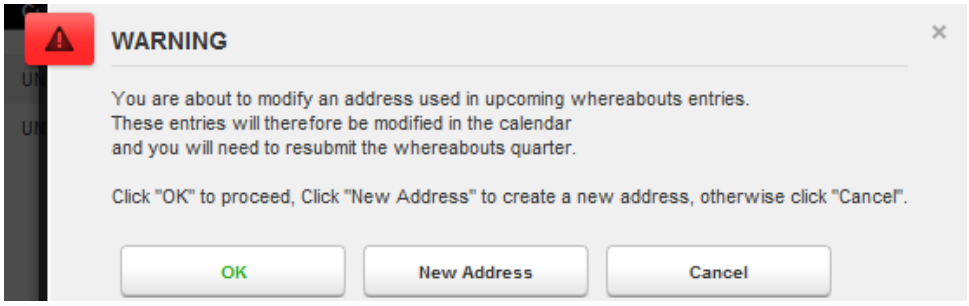
For example, if you change an address labeled "Home" from "123 First Street" to "456 Second Street" and save:

- If the "123 First Street" address was used in past whereabouts, it will be retained in the address book; its label will automatically be changed to "Home-1" (or "Home-2", etc.);
- The "456 Second Street" address will be saved in the address book with the label "Home".

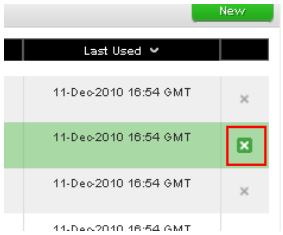
If the address is used in upcoming whereabouts entries, you will be asked to confirm whether or not those whereabouts entries should be modified as well:


WARNING
You are about to modify an address used in upcoming whereabouts entries.
These entries will therefore be modified in the calendar
and you will need to resubmit the whereabouts quarter.
Click "OK" to proceed, Click "New Address" to create a new address, otherwise click "Cancel".
OK
New Address
Cancel

Clicking Confirm will automatically change the address on all upcoming whereabouts entries in the calendar.

6.5 DELETING AN ADDRESS

You can delete an address from the address book. To do so, click the delete (x) icon, in the rightmost column of the address list. A pop-up window will ask you to confirm the deletion.



If the address is used in upcoming whereabouts calendars, a dialog will remind you that future whereabouts entries will also be deleted. Click yes to delete all upcoming whereabouts entries using this address, or click Cancel to abort the deletion of the address. *Past whereabouts entries cannot be deleted.*

7 ATHLETE WHEREABOUTS

7.1 INTRODUCTION – WHEREABOUTS REQUIREMENTS

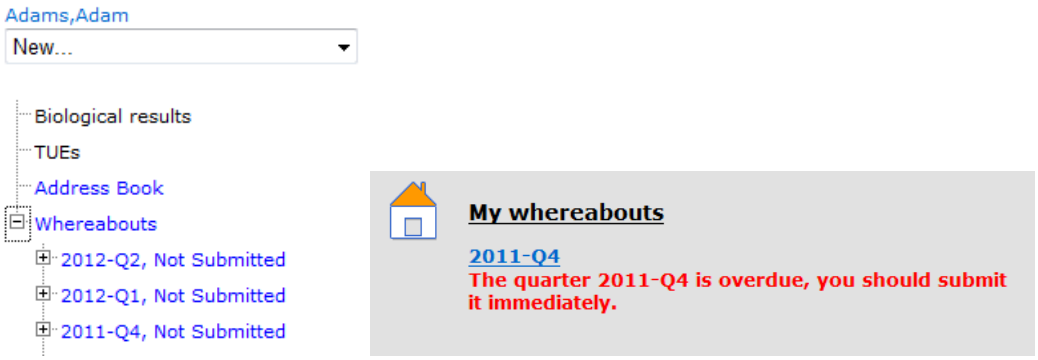
The Whereabouts function in ADAMS allows the athlete to enter and submit their whereabouts information on a quarterly basis.
If the athlete is part of a Registered Testing Pool – either a National or International - then the whereabouts requirements are enforced by ADAMS. These requirements are based on the current International Standard for Testing (IST), available on the WADA Web site:

- A 60-minute time slot must be entered for each day in the quarter where the athlete has to be available and accessible for Testing at a specified location. This time slot must take place between 06:00 and 23:00.
- An overnight accommodation must also be entered for each day in the quarter.
- The athlete must enter the competitions that occur for a given quarter.
- The athlete must also enter their regular activities for the quarter: training, work, class etc.

7.2 ENTERING WHEREABOUTS – GETTING STARTED

If the athlete is *not* included in a Registered Testing Pool, continue with Step 8 below. Non-RTP athletes are not required to enter whereabouts as per the IST. However they should follow your organization's requirements, if any.

To enter whereabouts in ADAMS for an athlete:
Click any of the quarters displayed in the left side of the screen or click "My whereabouts" link:



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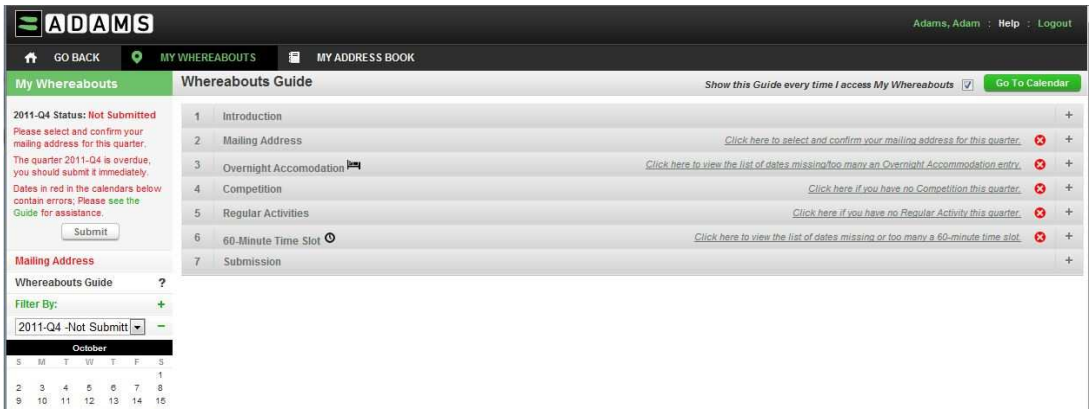
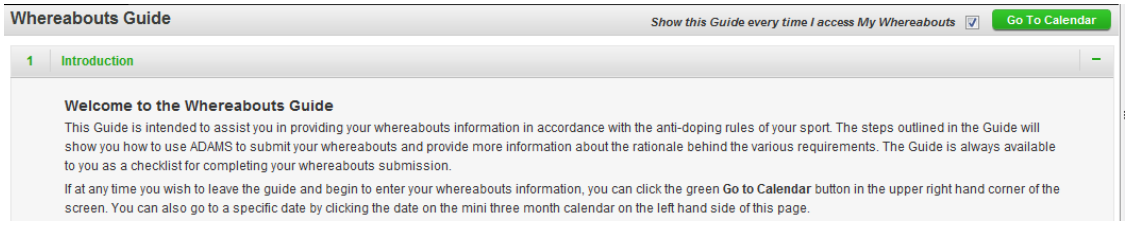
1. This will open a new window showing the Whereabouts information.

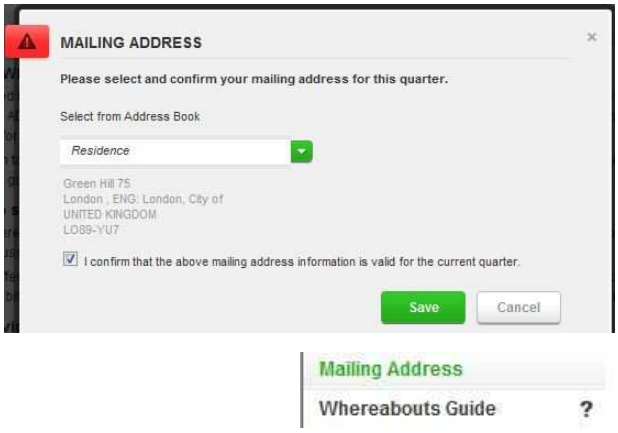

ADAMS
Adams, Adam : Help : Logout
GO BACK
MY WHEREABOUTS
MY ADDRESS BOOK
My Whereabouts
Whereabouts Guide
Show this Guide every time I access My Whereabouts
Go To Calendar
2011-Q4 Status: Not Submitted
Please select and confirm your mailing address for this quarter.
The quarter 2011-Q4 is overdue, you should submit it immediately.
Dates in red in the calendars below contain errors; Please see the Guide for assistance.
Submit
Mailing Address
Whereabouts Guide
Filter By:
2011-Q4 -Not Submitt
October
1 Introduction
2 Mailing Address
Click here to select and confirm your mailing address for this quarter.
3 Overnight Accomodation
Click here to view the list of dates missing/too many an Overnight Accommodation entry.
4 Competition
Click here if you have no Competition this quarter.
5 Regular Activities
Click here if you have no Regular Activity this quarter.
6 60-Minute Time Slot
Click here to view the list of dates missing or too many a 60-minute time slot.
7 Submission

2. The Whereabouts Guide will appear in the new window; you can also click the **Whereabouts Guide** Link in the left area of the screen (the "Quarter Area") to toggle its display on and off.


Whereabouts Guide
Show this Guide every time I access My Whereabouts
Go To Calendar
1 Introduction
Welcome to the Whereabouts Guide
This Guide is intended to assist you in providing your whereabouts information in accordance with the anti-doping rules of your sport. The steps outlined in the Guide will show you how to use ADAMS to submit your whereabouts and provide more information about the rationale behind the various requirements. The Guide is always available to you as a checklist for completing your whereabouts submission.
If at any time you wish to leave the guide and begin to enter your whereabouts information, you can click the green Go to Calendar button in the upper right hand corner of the screen. You can also go to a specific date by clicking the date on the mini three month calendar on the left hand side of this page.

To select and confirm a mailing address for the quarter (used by your Anti-Doping / Sports Organization to contact you whenever necessary), click the **Mailing Address** tab in the Quarter Area; next, in the Mailing Address dialog, select a mailing address from the drop-down list, click the "I confirm…" checkbox, then **Save.**

My Whereabouts
2011-Q4 Status: Not Submitted
Please select and confirm your mailing address for this quarter.
The quarter 2011-Q4 is overdue, you should submit it immediately.
Dates in red in the calendars below contain errors; Please see the Guide for assistance.
Submit
Mailing Address
Whereabouts Guide


MAILING ADDRESS
Please select and confirm your mailing address for this quarter.
Select from Address Book
Residence
Green Hill 75
London , ENG: London, City of
UNITED KINGDOM
LO89-YU7
I confirm that the above mailing address information is valid for the current quarter.
Save
Cancel

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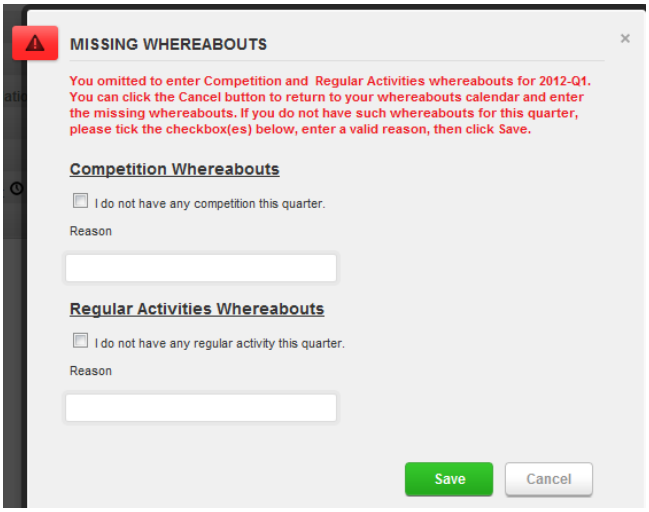
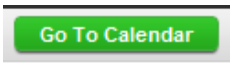
The mailing address link will turn "green" once it has been confirmed.

3. If the athlete has no competitions for the quarter, select the Competition – Step 4 of the Guide – and click the link in the section header ("*Click here if you have no Competition this quarter.*"). In the Missing Whereabouts dialog, click the **I do not have any competition** checkbox, provide a reason and then **Save**.


MISSING WHEREABOUTS
You omitted to enter Competition and Regular Activities whereabouts for 2012-Q1. You can click the Cancel button to return to your whereabouts calendar and enter the missing whereabouts. If you do not have such whereabouts for this quarter, please tick the checkbox(es) below, enter a valid reason, then click Save.
Competition Whereabouts
I do not have any competition this quarter.
Reason
Regular Activities Whereabouts
I do not have any regular activity this quarter.
Reason
Save
Cancel

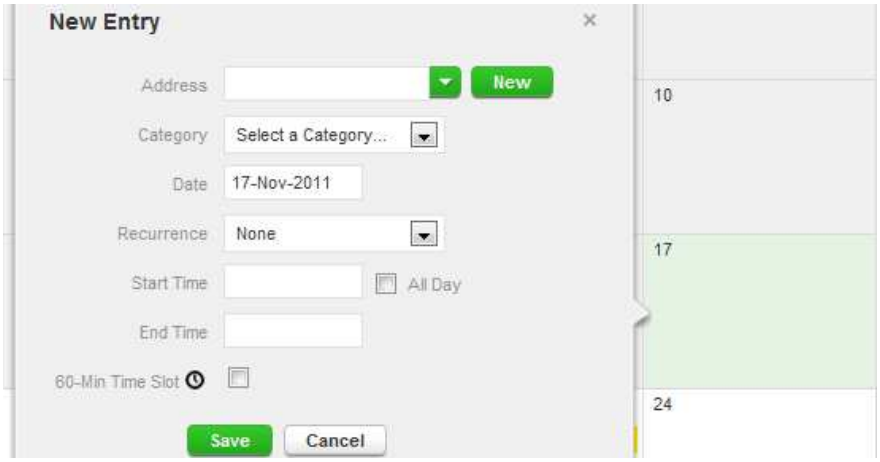
4. If the athlete has no regular activities (such as training) for the quarter, select the Regular Activities – Step 5 of the Guide – then click the link and follow the same instructions as in the previous step.
5. To start creating a whereabouts entry, click the Go to Calendar button in the upper-right corner of the Guide, or



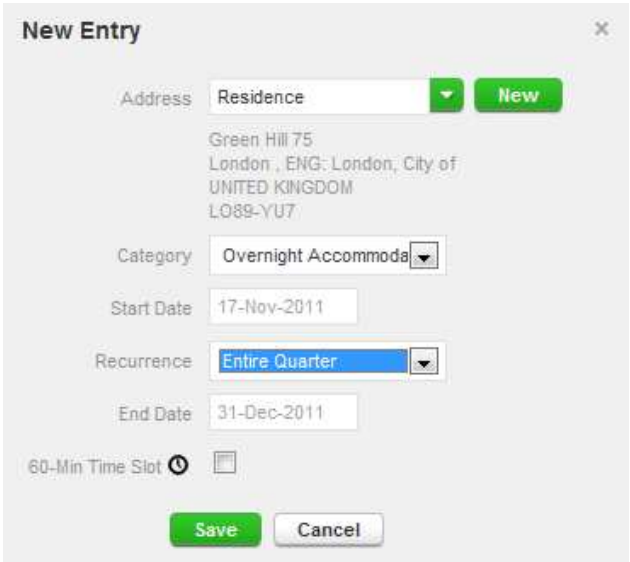
6. Click any non-past date in one of the mini calendars to the left.

Once in the calendar view, click the "new" button and select "New Entry", or

Click any blank, non-past date in the calendar



In the **New Entry** pop-up, select an address (or create a new one as indicated in the address book section) and a category; enter the recurrence information and a 60-minute time slot if applicable, then click **Save**.



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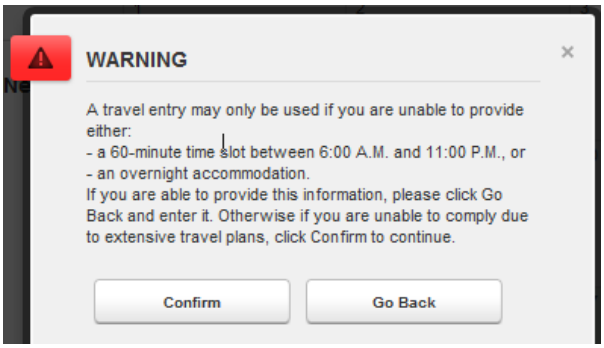
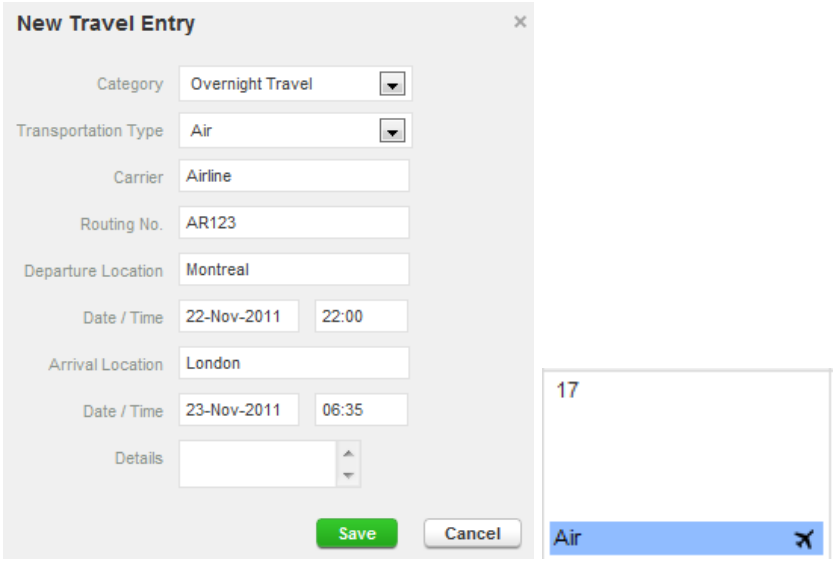
7. Repeat this step until all days in the quarter have an overnight accommodation entry – shown at the bottom of each day with an orange background.

You may assign your 60-minute time slot to your overnight accommodation, if you wish.

Travel Entry: If you are unable to provide an overnight accommodation or to indicate a 60-minute time slot because you are travelling, you may create a travel entry. To do so, repeat the step 8 and in the address drop-down list, select travel. You will be asked to confirm if that is the case:


WARNING
A travel entry may only be used if you are unable to provide either:
- a 60-minute time slot between 6:00 A.M. and 11:00 P.M., or
- an overnight accommodation.
If you are able to provide this information, please click Go Back and enter it. Otherwise if you are unable to comply due to extensive travel plans, click Confirm to continue.
Confirm
Go Back

Complete the information as it may correspond.



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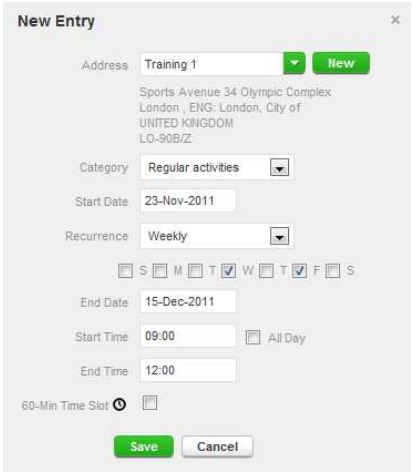
All travel entries will be shown in the calendar with a "plane" icon.

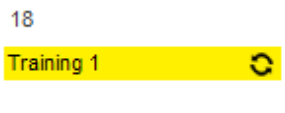
8. Repeat as in step 7 to enter all competition whereabouts of the athlete for the quarter, if any.

You may assign your 60-minute slot to your competitions, if you wish. All your competitions will be shown in the calendar in "green".

9. Repeat as in step 7 to enter all regular activities whereabouts of the athlete for the quarter, if any.



You may assign your 60-minute slot to your regular activities, if you wish. All regular activities will be shown in the calendar in "yellow".



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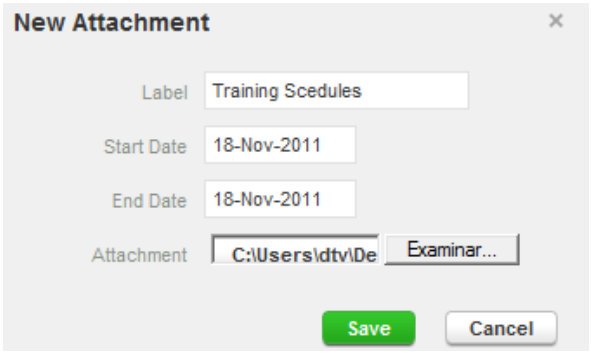
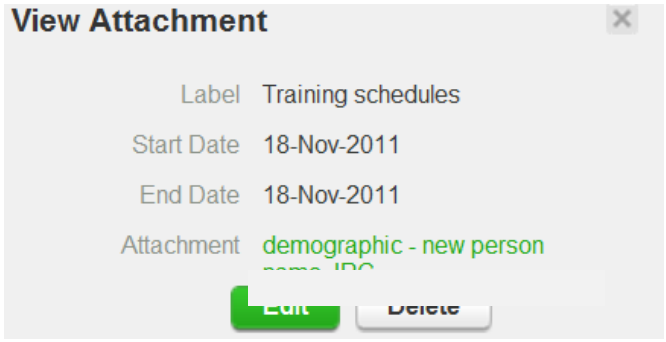
Attachments: You can indicate additional details for your whereabouts, such as hotel or training schedules; however, this does not replace the need to complete the above indicated categories. To make an attachment, click the "new" button and select "new attachment"

Provide a name for the attachment, indicate a date (an attachment is valid for a single day only); then select a file from your computer and save.



Attachments will be shown as a paper clip icon

To view or edit the attachment, click the paper clip icon



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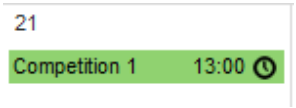
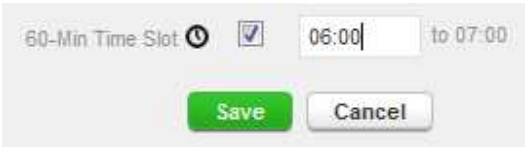
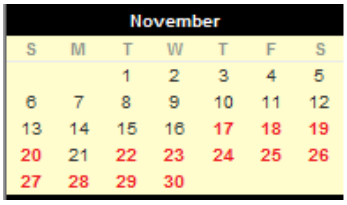
10. Once all whereabouts entries are created, make sure that all days in the quarter have a 60-minute time slot (shown as a small clock icon on the right of the entry).



To add a 60-minute time slot to an entry, click the entry; in the pop-up, click the checkbox and enter the start time, then save.



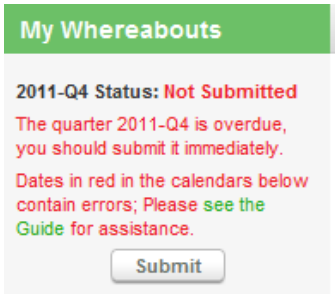
11. Review the mini-calendar on the left: all dates with invalid or missing data will be highlighted in red.



Placing the cursor above the date will display a message indicating the error(s).

The whereabouts guide also provides information on what is missing. All "errors" are displayed with a red icon

Click the date to display it on the main calendar and fix the error. Once you have entered all the information, click the submit button. If you cannot click it, that means that there is still some missing information.


My Whereabouts
2011-Q4 Status: Not Submitted
The quarter 2011-Q4 is overdue, you should submit it immediately.
Dates in red in the calendars below contain errors; Please see the Guide for assistance.
Submit

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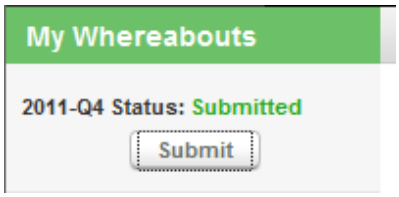
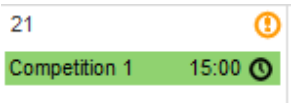
12. **Submission:** Once all data is entered and all errors are fixed, click the Submit button

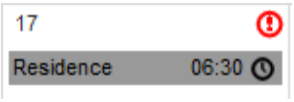
Once that you have successfully entered and submitted your whereabouts information, the status will be shown as submitted



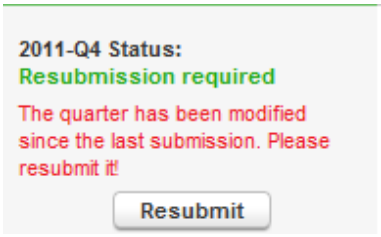
Modifications: After you have submitted your whereabouts information, you may edit it at any time. Just select the entry you want to modify and click "edit"; make the required change and save. The modified entries will appear with an orange exclamation mark icon



If the modification is made the same day of the occurrence, then the exclamation mark icon will be red.



Do not forget to always resubmit your whereabouts information after any modification/update


2011-Q4 Status:
Resubmission required
The quarter has been modified since the last submission. Please resubmit it!
Resubmit

For more information:

- *The Whereabouts Page*
- *Whereabouts Entries*

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7.3 WHEREABOUTS - WHAT'S NEW IN ADAMS 3.0

Apart from the new look and feel of the whereabouts component, other enhancements were introduced in ADAMS 3.0 to facilitate the entry of whereabouts, and to facilitate the entry of whereabouts in compliance with the IST requirements.

7.3.1 WHEREABOUTS CATEGORIES

Some whereabouts categories are renamed while others are slightly changed:

- The Daily Overnight Residence category now becomes **Overnight Accommodation**. Entries are still shown on the calendar with an orange background and a lodging icon ( ). Overnight accommodation is defined as the place where the athlete will sleep at the end of a given day. Therefore, overnight entries always appear as the last entry on any given day on the calendar. It is no longer possible to attach a 60-minute time slot to these entries.
- The Training category now becomes **Regular Activities**; entries are still shown on the calendar with a yellow background. Training whereabouts should therefore be entered as a Regular Activity. Regular Activities not only encompass training activities, but also other regular routines like work, school and rehab.
- **Competition**: this category does not change.
- The **Other** category is now shown with a grey background.
- **Travel** is introduced as a special category. If an athlete has **all-day** travel plans that prevent them from entering an accessible 60-minute time slot, they must inform their custodian organization by providing their travel plans in this special entry. Likewise, if an athlete has **all-night** travel plans that would prevent them from entering a fixed and accessible overnight accommodation entry, they must inform their custodian organization by providing their travel details in this special entry.

  Athletes are not required to enter travel plans in ADAMS if they are able to provide an accessible 60-minute time slot and overnight location for a certain day.

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7.3.2 60-MINUTE TIME SLOT

60-minutes time slots are now shown on the whereabouts calendar with a clock icon ( ), on the entry to which they are attached. The start time of the 60-minute time slot is shown immediately to the left of the icon. It also appears in the 60-Min. column of the List View, and on the Whereabouts Details Report.

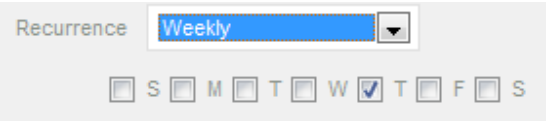
RTP athletes are still required as per the IST to enter only one 60-minute time slot per day. The 60-minute time slot should be attached to an entry occurring between 06:00 and 23:00. It is not possible to enter a one hour testing slot period for Travel entries, only for the categories Other, Regular activities Overnight Accommodation and Competition.

7.3.3 RECURRING ENTRIES

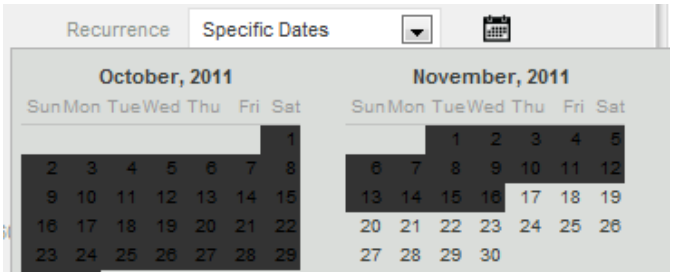
It is now possible to enter recurring entries in the calendar. These are shown on the calendar with a recurrence icon. ( )

Recurrence can be defined as one of the following values:

- **Daily**: a start and end date must be selected;
- **Weekly**: a start and end date, and at least one weekday, must be selected;



- **Entire quarter**: same as daily, but automatically starts on the first, non-past date in the quarter, and ends on the last date in the quarter; start and end dates are disabled.
- **Specific dates**: you can select any date on the calendar picker for any given month; start and end dates are disabled.



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7.3.4 ALL-DAY ENTRIES

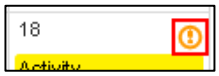
Competition entries are by default defined as an all-day activity. Only whereabouts falling into the Regular Activity and Other categories can be either defined as an all-day entry, or as an entry with a start and end time. The duration for any whereabouts entry must be at least 60 minutes.

7.3.5 ATTACHMENTS

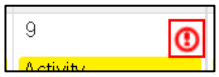
Attachments are still shown on the calendar as a paper clip icon, which appears in the upper-right corner of the day that it belongs to. Please refer to the Attachments section for more details.

7.3.6 "MODIFIED" AND "MODIFIED TODAY" ICONS

Once whereabouts are submitted, any change to a calendar day is tracked with the "Modified" and "Modified Today" icons. The icons appear in the upper-right corner of the day they belong to. They are shown as:



- An orange exclamation mark in a circle for days that were **Modified** after submission;



- A red exclamation mark in a circle for days that were **Modified Today** – i.e. modified on the same day.

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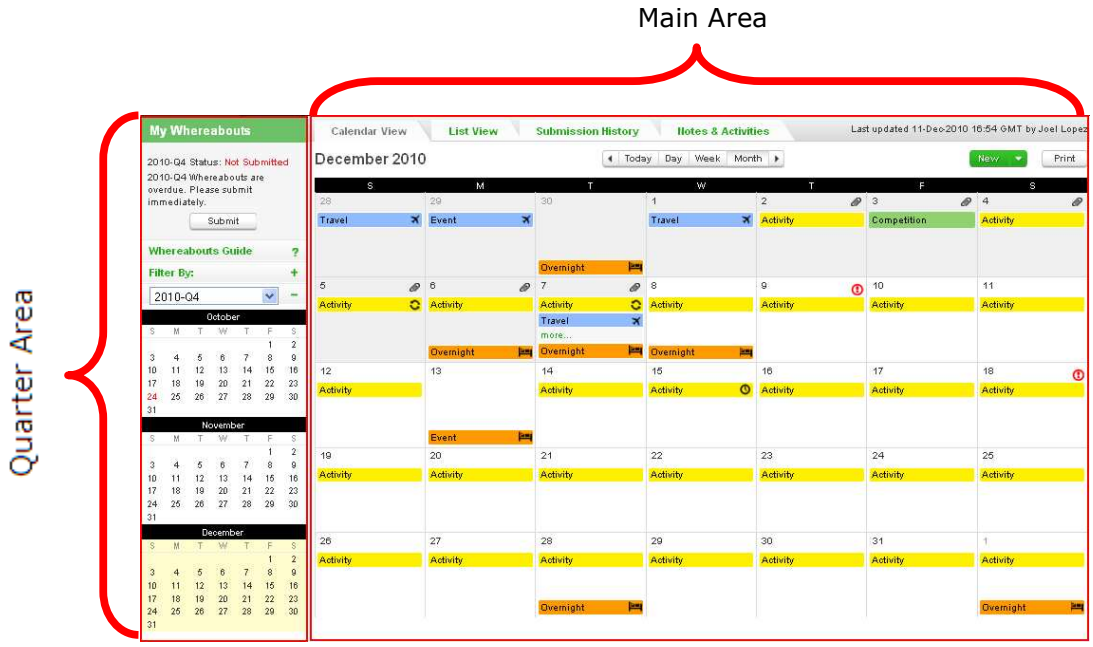
7.4 THE WHEREABOUTS INTERFACE

ADAMS 3.0

7.4.1 THE WHEREABOUTS PAGE

The Whereabouts page includes two basic components: the **Quarter Area** in the left column, and the **Main Area** of the page.



The Main Area of the calendar displays the whereabouts information in one of the following views:

- the Calendar View, which includes a monthly, weekly and daily calendar;
- the List View;
- the Submission History, and
- the Notes and Activities View

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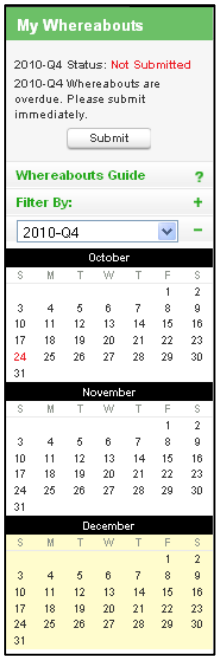
7.4.1.1 The Quarter Area



The **Quarter Area** is shown in the left portion of the Whereabouts page. It allows you to navigate through the quarters, submit whereabouts for a quarter, select a period to be displayed in the Main Area, filter its whereabouts entries and to confirm the athlete's mailing address.

It features the following components:

- Submission Area
- Whereabouts Guide
- Mailing address button
- Filter Area
- Mini-Calendar Area

7.4.1.1.1 The Submission Area

The Submission Area, located at the top of the Quarter Area, indicates the status of the quarter currently selected. The status is shown as **Not Submitted**, **Submitted**, or **Resubmission Required**, with a short message when applicable:

- **Not Submitted**: this is the initial status for any quarter, before whereabouts are submitted for the first time.
- **Submitted**: indicates that whereabouts were submitted and that no further action is required.
- **Resubmission Required**: indicates that some updates were done to the whereabouts calendar after a prior submission, and that the quarter must be resubmitted.

For RTP athletes: if the quarter is not submitted and no error is found, the **Submit** button is enabled to submit the quarter whereabouts. The same thing occurs whenever whereabouts entries are modified: the **Submit** button is enabled.

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7.4.1.1.2 The Mailing Address Link

Clicking this link displays the Mailing Address dialog, which lets you select and confirm a mailing address for the quarter.

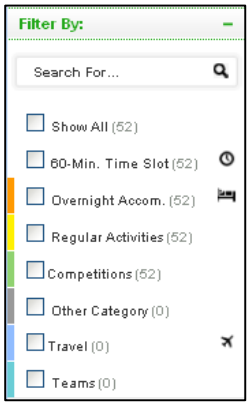
By default, the mailing address saved in the athlete profile is initially displayed in the Mailing Address dialog. Please refer to the Whereabouts Guide section for more details.

7.4.1.1.3 The Whereabouts Guide Link

This link toggles the display of the Whereabouts Guide in the Main Area of the screen.

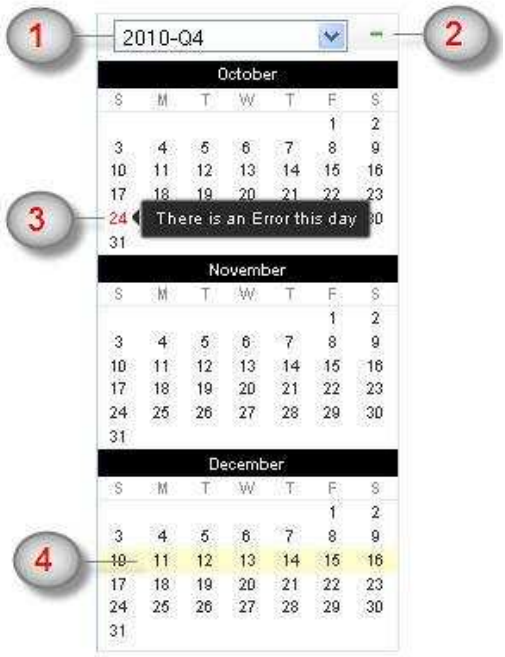
Please refer to the Whereabouts Guide section for more details.

7.4.1.1.4 The Filter Area



A collapsible Filter Area allows you to filter the entries displayed on the calendar. Simply click the **Filter By** header to expand or collapse the filter area.
By default, all entries are displayed in the whereabouts calendar. You can pick which types of entries will be displayed:
A Search box at the top of this section allows you to enter a search string. The filter is applicable to the monthly weekly daily and list views.

7.4.1.1.5 The Mini-Calendar Area



A collapsible Mini-Calendar Area allows you to see all three months of the quarter at a glance and navigate to specific dates.

- (1) You can select any available whereabouts quarters from the quarter selection drop-down box at the top.
- (2) The mini-calendar collapses automatically when the filtering area is expanded, and vice versa. To

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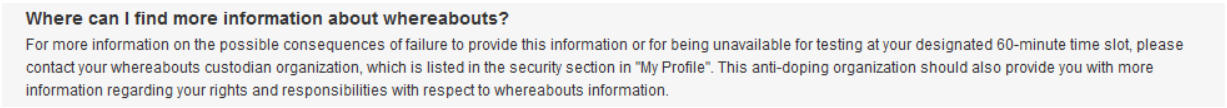
collapse or expand it, click the "-" or "+" icon in the upper-right corner.

- (3) For RTP athletes, any day in the quarter which has errors (for example, a missing 60-minute time slot or Overnight accommodation entry) is shown in red in the mini-calendar. To display a short message indicating the nature of the error, simply place your cursor over the day in error.
- (4) A yellow shade indicates the period displayed in the main calendar area – either a specific day, week or month.
- You can click any day in the mini-calendar to display the corresponding month, week or day in the main calendar.
- Repeatedly clicking the same day in the mini-calendar toggles the view in the main calendar: from monthly to weekly, weekly to daily and daily to monthly.

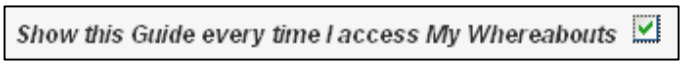
7.4.1.2 The Whereabouts Guide

For RTP Athletes

A Whereabouts Guide is available to assist RTP athletes with their whereabouts entry. It ensures that all whereabouts are entered in the calendar for a given quarter in conformance with the IST (International Standard for Testing).


Where can I find more information about whereabouts?
For more information on the possible consequences of failure to provide this information or for being unavailable for testing at your designated 60-minute time slot, please contact your whereabouts custodian organization, which is listed in the security section in "My Profile". This anti-doping organization should also provide you with more information regarding your rights and responsibilities with respect to whereabouts information.

By default, the Whereabouts Guide is displayed every time you access a current or upcoming whereabouts calendar of an RTP athlete. To disable the automatic display of the Guide, unselect the "Show this Guide…" checkbox shown in the Whereabouts Guide title bar.



The Whereabouts guide is displayed in the main area of the whereabouts page. It includes seven sections. Each section contains instructions on how to enter the required whereabouts information, as required by the IST:

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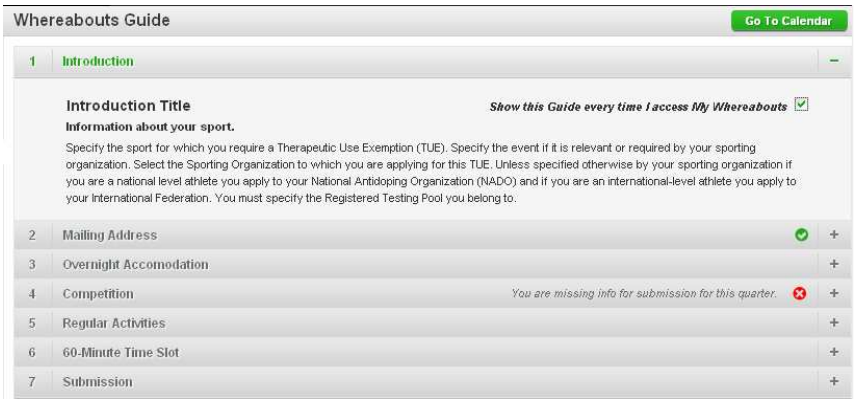
Whereabouts Guide
Go To Calendar
1 Introduction
Introduction Title
Show this Guide every time I access My Whereabouts
Information about your sport.
Specify the sport for which you require a Therapeutic Use Exemption (TUE). Specify the event if it is relevant or required by your sporting organization. Select the Sporting Organization to which you are applying for this TUE. Unless specified otherwise by your sporting organization if you are a national level athlete you apply to your National Antidoping Organization (NADO) and if you are an international-level athlete you apply to your International Federation. You must specify the Registered Testing Pool you belong to.
2 Mailing Address
3 Overnight Accomodation
4 Competition
You are missing info for submission for this quarter.
5 Regular Activities
6 60-Minute Time Slot
7 Submission

1. **Introduction**: this section introduces the Guide.
2. **Mailing Address**: this section indicates how to enter and confirm the mailing address to be used in the course of the quarter. This mailing address will be used if there is a need to mail official communications to the athlete.
3. **Overnight Accommodation**: this section indicates how to enter an overnight accommodation entry for each day in the quarter.
4. **Competition**: this section indicates how to enter competition entries for the quarter.
5. **Regular Activities**: this section indicates how to enter regular activities for the quarter.
6. **60-Minute Time Slot**: this section indicates how to assign a 60-minute time slot for each day in the quarter.
7. **Submission**: this section provides instructions for submission of your whereabouts.

If any whereabouts requirement is not met in one of the sections, its header displays an error message. Otherwise, a green checkmark indicating that the requirement has been met.

In addition to the error message in the headers of the whereabouts guide, you can also use the mini-calendar to quickly identify the days in error – shown in red.

The submit/resubmit button in the quarter area is not enabled until all requirements are met and all errors are fixed.

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7.4.1.3 The Calendar View

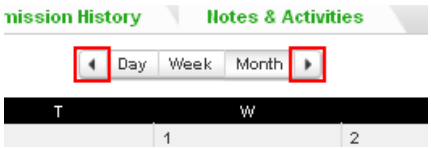
The whereabouts **Calendar View** is shown in the main area of the Whereabouts page. In the Calendar View, you can:

- View, create, edit and delete whereabouts entries

The Calendar View is displayed every time the Calendar View tab is selected.

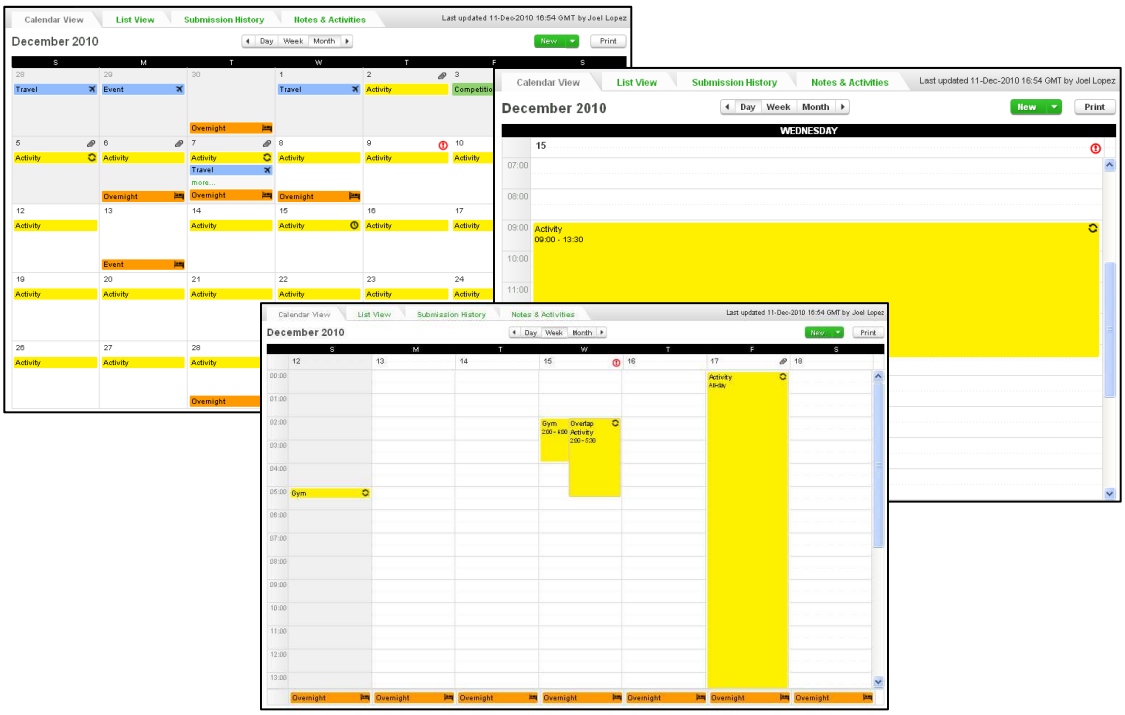
By default, the monthly calendar is displayed for the month in progress. You can display the weekly or daily view of the calendar by selecting the corresponding button at the top of the calendar.

You can also navigate to a different month, week or day within the same quarter by clicking the left and right arrows on either side of the calendar selection bar.



7.4.1.3.1 Calendar Presentation

Whereabouts calendars are displayed as a **monthly**, **weekly** or **daily** view:



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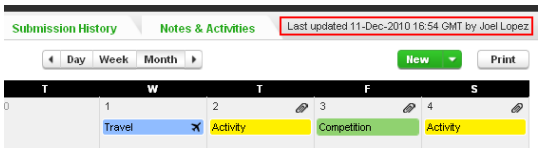
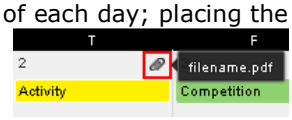
All calendar views feature the same characteristics:

- You can **click** a day or a whereabouts entry to create, view or modify the entry.
- You can click the **New** button in the upper-right corner of the calendar page to create a new whereabouts entry – or click the arrow to create a new attachment. You can also click any blank area in the calendar to create a new entry.
- You can print a copy of the Whereabouts Details Report by clicking the **Print** button in the upper-right corner.
- The upper-right corner of the calendar page shows the user name who **last updated** the calendar, with the corresponding date and time.

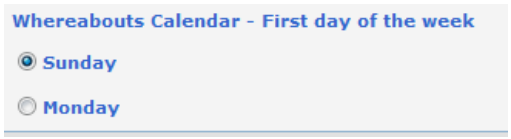


- Whereabouts entries are shown with the **background color** corresponding to their category: orange for Overnight Accommodation, green for Competition, yellow for Regular Activity, blue for Travel and grey for Other.
- The Overnight Accommodation and Travel entries are also shown with standard right-justified **icons**.

- The **Overnight Accommodation** entries always appear as the last entry at the bottom of any given day.
- **Past days** are shown with a grey background color. The whereabouts entries on past dates cannot be modified nor deleted.
- **Attachments** are shown as a paper clip icon in the upper-right corner of each day; placing the mouse cursor over the icon will show you the file name of the attachment in a tooltip. Please refer to the section on attachments for more details.



- The default **first day** of the calendar week is defined by your ADAMS Administrator. You can select either Sunday or Monday as the first day of the week by updating your user preferences.



This has no impact on other people's view of the same calendar. However, please keep in mind that other users may view their calendars with a different configuration than the one you are using.

To change your user preferences: Click the orange link with your name on the black taskbar, then select Monday from the "Start Day of the Week" radio button group.

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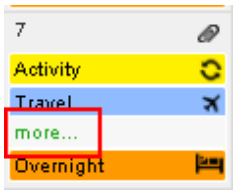
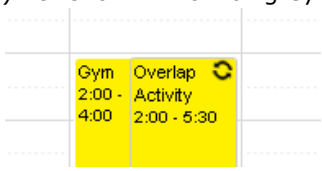
For the **Monthly** calendar view:



- When a given day contains more whereabouts entries that can be displayed, you can click the "**more...**" link to see a complete list of the whereabouts entries for that date.
- **Control-click**: you can hold down the control key while clicking, to select a series of days when creating a whereabouts entry.
- **Dragging**: you can also drag across a series of dates on the monthly calendar to create a recurring whereabouts entry.

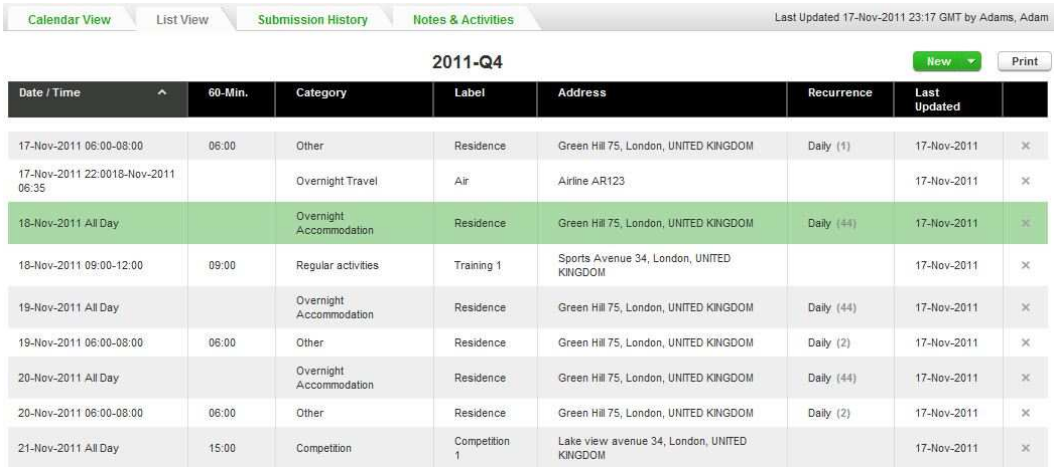
For the **Weekly and Daily** calendar views:



- The period outside the regular testing hours (06:00 to 23:00) is shown with a grey background.
- Overlapping entries are shown side-by-side on the calendar.

7.4.1.4 The List View

To display the whereabouts List View, click the **List View** tab at the top of the Whereabouts page.



Date / Time	60-Min.	Category	Label	Address	Recurrence	Last Updated	
17-Nov-2011 06:00-08:00	06:00	Other	Residence	Green Hill 75, London, UNITED KINGDOM	Daily (1)	17-Nov-2011	×
17-Nov-2011 22:0018-Nov-2011 06:35		Overnight Travel	Air	Airline AR123		17-Nov-2011	×
18-Nov-2011 All Day		Overnight Accommodation	Residence	Green Hill 75, London, UNITED KINGDOM	Daily (44)	17-Nov-2011	×
18-Nov-2011 09:00-12:00	09:00	Regular activities	Training 1	Sports Avenue 34, London, UNITED KINGDOM		17-Nov-2011	×
19-Nov-2011 All Day		Overnight Accommodation	Residence	Green Hill 75, London, UNITED KINGDOM	Daily (44)	17-Nov-2011	×
19-Nov-2011 06:00-08:00	06:00	Other	Residence	Green Hill 75, London, UNITED KINGDOM	Daily (2)	17-Nov-2011	×
20-Nov-2011 All Day		Overnight Accommodation	Residence	Green Hill 75, London, UNITED KINGDOM	Daily (44)	17-Nov-2011	×
20-Nov-2011 06:00-08:00	06:00	Other	Residence	Green Hill 75, London, UNITED KINGDOM	Daily (2)	17-Nov-2011	×
21-Nov-2011 All Day	15:00	Competition	Competition 1	Lake view avenue 34, London, UNITED KINGDOM		17-Nov-2011	×

This view shows you a tabulated list of all whereabouts entries for a given quarter. It allows you to view, create, edit and delete whereabouts entries for the quarter. It also displays file and SMS attachments.

Like the Calendar views, the List View also features a Print button which allows you to print a copy of the Whereabouts Details Report.

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Please refer to the **Whereabouts Entries** section for more information.

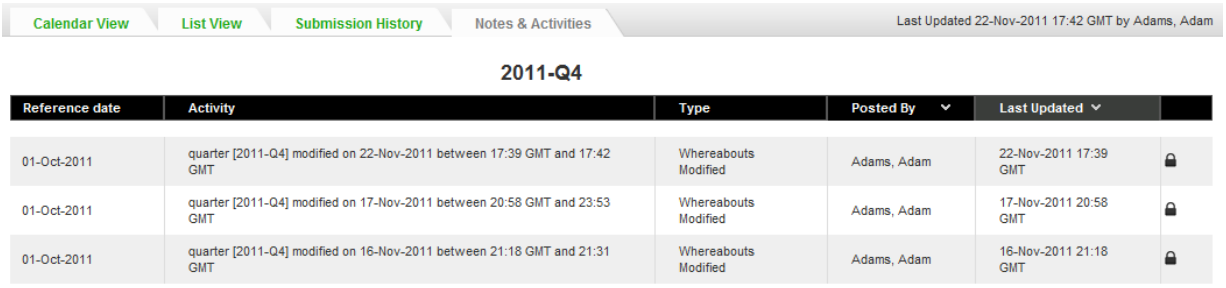
7.4.1.5 Submission History

To display the whereabouts Submission History, click the **Submission History** tab at the top of the Whereabouts page.

This view shows you a historical list of all submissions for a given quarter. It allows you to view a snapshot of the calendar status at the time of submission, for each month of the quarter.

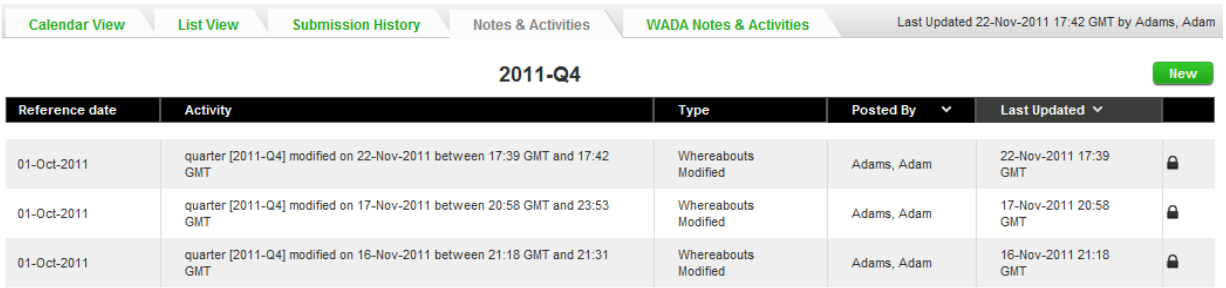
7.4.1.6 Notes & Activities

To display the **Notes & Activities** view, click the Notes & Activities tab at the top of the Whereabouts page.



This view shows a list of all **notes** entered for a given quarter, and all **activities** generated by ADAMS:

- **Notes**: any organization user in ADAMS, with the proper access to a given athlete's calendar can view or enter or delete notes for a given quarter.



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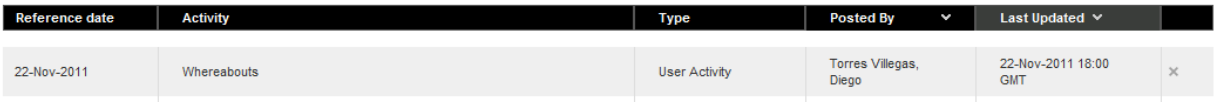
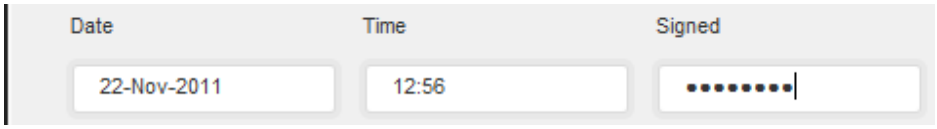
- **Activities**: ADAMS automatically generates records of significant activities for each quarter of an athlete's whereabouts; for example: whenever whereabouts are modified, or whenever team whereabouts are entered by a team manager.

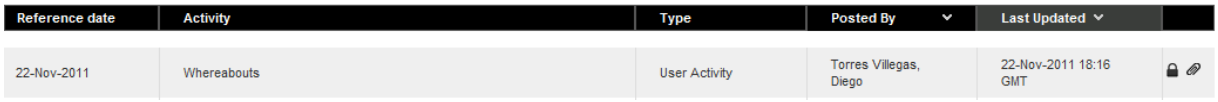
Notes and activity entries can be read by the athlete and any user with the access to the whereabouts calendar – such as team managers.



Notes and activities can be **signed**, which means that they are locked and can no longer be modified. This is indicated by a small padlock icon ( ) in the last column of the list.



Activities generated by ADAMS are automatically locked and cannot be modified. To lock an entry, you must update it and *sign* it – i.e. enter your ADAMS password in the **Signed** field.



If a note contains an attachment, the last column will show a paperclip icon.

By default, the list of notes and activities is shown in descending chronological order - the most recent entries appear first. To change the order of entries on the list, click any column header; clicking the same header repeatedly alternates the sort order from ascending to descending, and vice versa.

The list is paginated. If more entries exist, you can display other pages by clicking the icons at the bottom of the page:

- To go to the first page, click
- To go to the previous page, click
- To go to the next page, click
- To go to the last page, click

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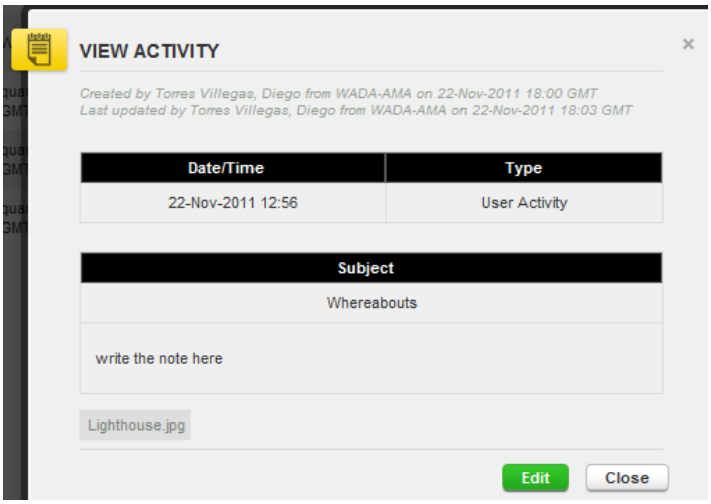
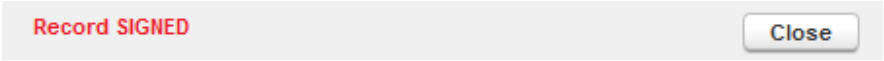
7.4.1.6.1 Viewing a Note or Activity Entry

To view a note or activity, click the entry on the list of the **Notes & Activities** view. This will display the View Activity pop-up.



The pop-up shows the reference date and time, the type of entry, subject and body of the note. If the activity is not signed, and if you have write access to the Notes & Activities, you can click the **Edit** button to update it. See **Editing a Note Entry** for more details.

A "Record Signed" caption appears at the bottom of the pop-up if the entry is signed (and therefore locked).



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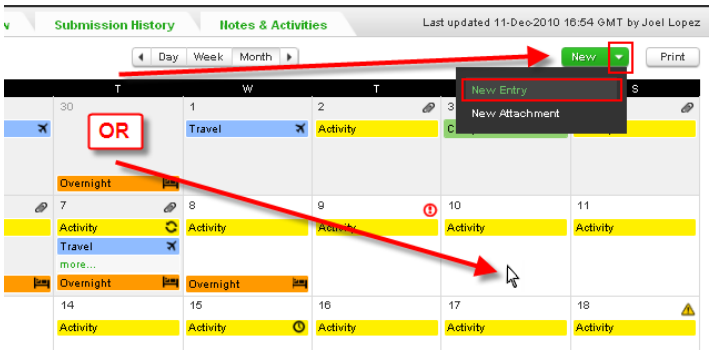
7.5 WHEREABOUTS ENTRIES

You can create, view, edit or delete whereabouts entries from any of the Whereabouts Calendar views, or from the List View. The whereabouts quarter should always be re-submitted after any modification is made to the whereabouts entries.

Whereabouts entries added to a team calendar by the team manager need to be validated by each individual athlete. The athlete can accept the entry as it was created (default), remove the team whereabouts entry from their calendar, or enter a 60-minute time slot on a team whereabouts entry. The athlete must then re-submit their whereabouts quarter.

7.5.1 CREATING WHEREABOUTS ENTRIES

From the Whereabouts Calendar or List View, click the **New** button drop down arrow in the upper-right corner of the screen, then select **New Entry** from the drop-down menu.



Tip: Clicking the New button instead of the arrow will have the same result.

You can also click **any blank area** on the calendar, on a current or future date, in order to create a whereabouts entry for that particular day.

Note: you can only create whereabouts entries if you have a write access to the athlete's (or team's) whereabouts calendar.

7.5.1.1 Whereabouts Entry on Multiple Dates

To create an entry for **multiple contiguous dates**, click and drag across the first and the last date of the series, then release the mouse button. The New Entry pop-up will then be displayed to create a recurring whereabouts entry for the selected date range.

Note: dragging is only available on the Monthly Calendar view.

To create an entry for **multiple non-contiguous dates**, hold down the Control key on your keyboard, while you click a blank area in each individual date. Releasing the Control key will display the New Entry pop-up. To add more dates to your selection, hold down the Control

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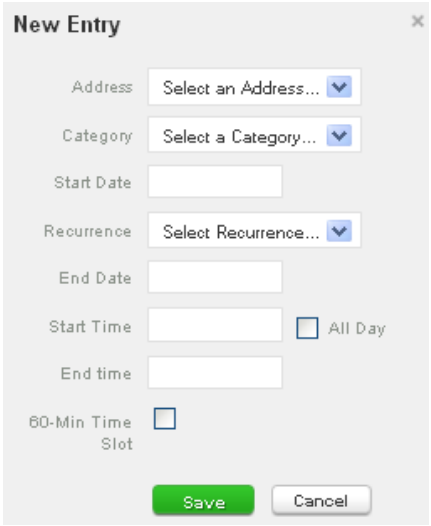
key again and click the additional dates; the pop-up will appear again once you release the Control key. The list of selected dates will be displayed in the Start Date, and the Recurrence will be set as Specific Dates.

Note: control-clicking for multiple selections is only available on the Monthly Calendar view.

You can also create a whereabouts entry on multiple dates by clicking a single date on the calendar, then adding a recurrence to the entry. For more information, see the **Recurrence** field in the New Entry Pop-Up Section.

7.5.1.2 New Entry Pop-Up



The **New Entry** pop-up will be displayed. This pop-up is *modal*, which means that you must close it before you can return to the whereabouts page. To close it, click **Save** or **Cancel**, or click the close icon in the upper-right corner of the pop-up.

Enter the information for the whereabouts entry:

- **Address**: select an address from the drop-down list. This list contains all addresses in the athlete's (or team's) address book, in alphabetical order of label. To add an address to the address book, select New Address from the drop-down list.

  See also the section on **Travel Whereabouts Entries**.

- **Category**: select one of the following categories to be assigned to this entry:
  - **Competition:** this category should be assigned to any competition held during the quarter.
  - **Overnight Accommodation:** this category refers to the location where the athlete would stay at the end of a given day: home, hotel, competition accommodation, etc.
  - **Regular Activity:** this includes any activity that recurs throughout the quarter: training activities, work, class, etc.
  - **Other:** this category can be used for any other type of whereabouts, as needed; for example: appointment, public appearance, etc.

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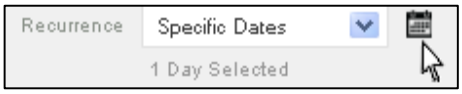
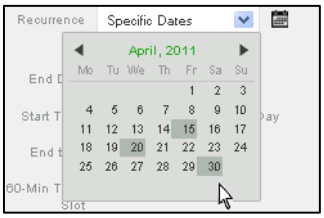
- **Start Date**, **End Date** and **Recurrence**: the date will be automatically filled if the entry is created by clicking a date on the calendar. If the entry is recurrent, select the recurrence pattern: either daily, weekly, specific dates or entire quarter:
    - **Daily** or **weekly**: this entry repeats from the first to the last date, inclusively;
    - **Entire quarter**: this option allows you to quickly define a whereabouts entry which recurs daily, from the first to the last day of the quarter. There is no need to select the start and end date for this option.
    - **Specific Dates**: this option lets you select specific days throughout the calendar for which the entry occurs. To select these days, click the calendar icon located on the right of the drop-down box, then select the days of the quarter for which this entry is applicable.





- **Start Time**, **End Time** and **All Day**: whereabouts entries should normally occur between 06:00 and 23:00. If the entry is valid for the entire day, you can click the **All Day** checkbox to indicate it.

  Notes:
    - Competition and Overnight Accommodation: these whereabouts entries do not require time parameters.
    - Minimum entry length: each entry must be at least one hour long.
    - Conflicting Entries: time periods for entries cannot overlap. However it is possible to create an All Day entry (for example, "Home All Day"), then add another entry which defines an exception ("Gym from 10:00-12:00").

- **60-Minute Time Slot:** you can add or remove a valid 60-minute time slot within the time period, and between 06:00 and 23:00. This time slot is the period during which the athlete is available for testing.
- **Additional Information**: this field is carried from the address book. If you wish to update it, please click the Address Book link on the navigation bar, and then edit the

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corresponding address.

7.5.2 TRAVEL WHEREABOUTS ENTRIES

The International Testing Standard requires from an athlete included in a Registered Testing Pool, among other requirements, the full address of the place where the athlete will be residing overnight, and one 60-minute time slot where the athlete will be available for testing - for every day in a given quarter. In reality however, athletes may have extensive travel schedules that would preclude them from providing such information.

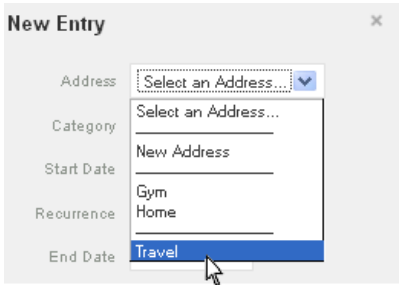
ADAMS 3.0 allows entering travel whereabouts entries for two specific circumstances:

1. If for any given day in the quarter an athlete travels all day, between 06:00 and 23:00, and is unable to provide a daily 60-minute time slot as a result, then a "Daytime Travel" entry can be created.
2. If for any given day in the quarter an athlete travels overnight and is unable to provide an overnight accommodation as a result, then an "Overnight Travel" entry can be created.

Shorter travel plans are not required to be entered in ADAMS. Non-RTP athletes are not required either to enter their travel plans in ADAMS. In any case however, the athlete should follow the instructions from their custodian organization.

It is not possible to change a travel whereabouts entry to a regular whereabouts entry, or vice versa. You should create a new whereabouts entry and delete the old one, should this be required.

7.5.2.1 Creating Travel Whereabouts Entries



To create a Travel Whereabouts Entry:

- Create a new regular entry: click the **New** button at the top of the whereabouts page, or click any blank area on the calendar.
- From the **Address** drop-down list on the **New Entry** pop-up, select **Travel** at the bottom of the list.

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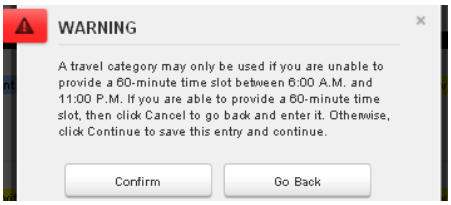
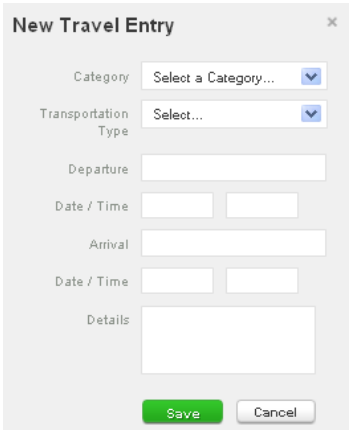
- A pop-up will appear to warn that travel whereabouts can only be used if 60-minute time slots or overnight accommodations cannot be provided. Should the travel circumstances be as described, you can click **Confirm** to continue, otherwise click **Go Back** to return to the **New Entry** pop-up.

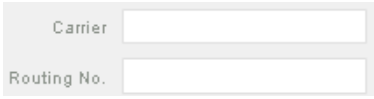

WARNING
A travel category may only be used if you are unable to provide a 60-minute time slot between 6:00 A.M. and 11:00 P.M. If you are able to provide a 60-minute time slot, then click Cancel to go back and enter it. Otherwise, click Continue to save this entry and continue.
Confirm
Go Back

- The **New Travel Entry** pop-up is displayed. This pop-up is also modal, which means that you must close it in order to return to the Whereabouts page.

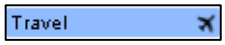
  Enter the information about your trip:



  - **Category**: select either overnight or daytime travel. Select Overnight Travel if this travel occurrence is precluding you from entering an overnight accommodation at the end of this day. Select Daytime Travel if this travel occurrence is precluding you from entering a 60-minute time slot for this day.
  - **Transportation Type**: select either Air, Ground or Other.



  - **Carrier** and **Routing Number**: these fields are shown only for certain transportation types (air, train, etc.) For a simple itinerary, enter the carrier (e.g. the airline) and the routing number (e.g. the flight number) for your trip. For a more complex itinerary, consider adding an attachment (for example a pdf document containing your itinerary) in addition to the travel entry.
  - **Departure**: indicate your point of departure: for example specific airport terminal, hotel for bus transportation, etc. This is the point where you get on board the major carrying vehicle.
  - Departure **Date** and **Time**
  - **Arrival**: indicate your point of arrival. This is the point where you deboard the vehicle.
  - Arrival **Date** and **Time**
  - Details: you may include the details of your trip, or a note (e.g. "See attachment *filename*.pdf on *date*").
- Click **Save** to create the travel entry, or **Cancel** (or the close icon, "x", in the upper-right corner), to cancel creation of the entry.
- The Travel entry will be displayed on the calendar with a blue background color and a small, right-justified, airplane icon. It will either appear as an All Day entry – in the case of a



Daytime Travel entry – or as an Overnight Travel entry – in lieu of the Overnight Accommodation entry.

7.5.3 VIEWING WHEREABOUTS ENTRIES

You can click any whereabouts entry on the calendar or on the list to view it.

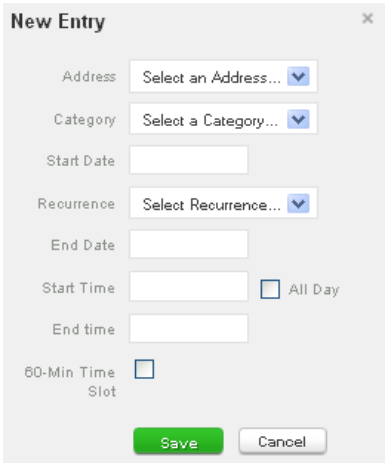
Clicking an entry brings up the **View Entry** pop-up. The pop-up displays all information for the selected entry.

You can select other options by clicking the following buttons at the bottom of the View Entry pop-up:

- **Edit**: you can click this option to modify the whereabouts entry.
- **Delete**: you can click this option to remove the whereabouts entry from the calendar.
- **Duplicate**: you can click this entry to a copy of the whereabouts entry on a different date on the calendar.

Note: these options are only available if you have write access to the whereabouts calendar. Past whereabouts entries cannot be modified or deleted.

7.5.4 EDITING WHEREABOUTS ENTRIES

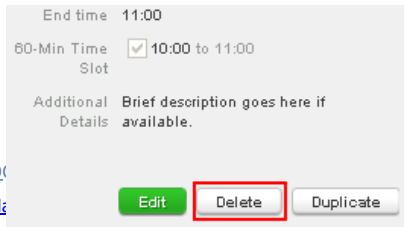


To edit a whereabouts entry, click the entry on the calendar (or list). On the **View Entry** pop-up, click the **Edit** button.

Note: these options are only available if you have a write access to the whereabouts calendar. Past whereabouts entries cannot be edited.

You can modify any of the fields in the **Edit Entry** pop-up. Please refer to the **Creating Whereabouts Entries** section for more details.

7.5.5 DELETING WHEREABOUTS ENTRIES



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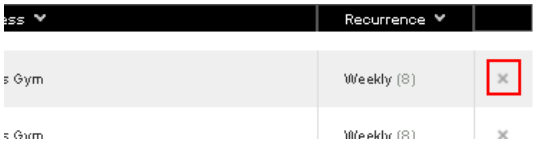
You can delete an entry from the whereabouts calendar, provided that you have a write access to the athlete's (or team's) calendar. You cannot delete past entries.

To delete a whereabouts entry, click the entry on the calendar (or list). Then click the **Delete** button located at the bottom of the **View Entry** pop-up.

On the List View, you can also delete an entry by clicking the Delete icon – displayed on the extreme right of each entry eligible for deletion.



Deleting a whereabouts entry will trigger a confirmation dialog.

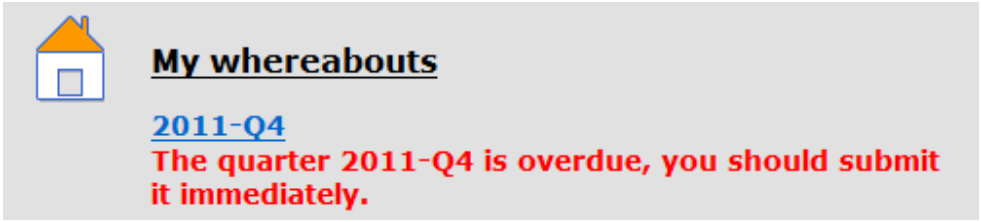
Deleting an entry that is part of a recurrence will also display a confirmation dialog. In this case you will also be prompted to confirm if you wish to delete only this specific occurrence, or all occurrences in the series – excluding past entries.

WARNING
You are about to edit or delete an entry that is part of a recurring series. Choose your option below.
* Entries prior to today will never be deleted.
Delete this occurrence
Delete entire series
Cancel

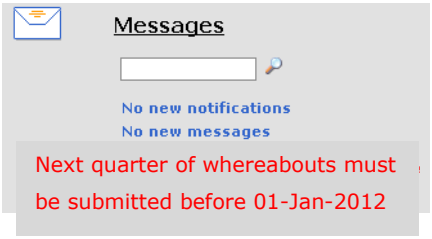
7.6 SUBMITTING WHEREABOUTS

7.6.1 SUBMISSION DEADLINE

Whereabouts must be submitted before the beginning of a new quarter.

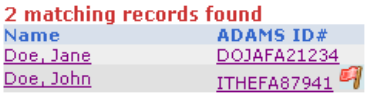


A few weeks before the start of the next quarter, a message will appear in the MyZone page of athlete users.



Athlete agent users will receive a similar message on their MyZone page.

For athlete agent users, a flag icon next to the athlete ADAMS ID indicates which athletes have un-submitted whereabouts.



In addition to the messages described above, ADAMS sends a notification to the athletes who are included in a National or International Testing Pool and their agents, to remind them of the submission deadline. That notification appears in the Message Center of the user. If the user's profile contains an email address, then the notification is also sent as an email message.

The deadline for entering whereabouts is defined by the administrator of each organization. It can be a number of days before the beginning of the quarter, or a specific day of the month prior to the quarter. Likewise, the number of days prior to the deadline, which marks the moment when ADAMS displays the reminder messages and sends the notifications, is defined by the administrator. Finally, the administrator can determine whether or not to send the reminder email messages.

7.6.2 ERROR CONDITIONS

ADAMS validates whereabouts requirements for athletes included in a National or International Registered Testing Pool. (Ref. Intro)

- Should the overnight accommodation be missing
- 60-min
- Regular activities
- Competition
- Mailing address
- Cover travel?

7.6.3 AUTOMATIC WHEREABOUTS NOTIFICATIONS

ADAMS sends automatic notifications to different users, following three different types of events:

- When whereabouts are submitted,

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- When they are updated,
- When whereabouts SMS are received

Other notifications are also triggered following other whereabouts-related events.

7.6.3.1 Whereabouts Submission

Submitting whereabouts triggers a series of automatic notifications in ADAMS:

- An automatic notification is sent to the person who submitted the whereabouts (athlete, agent or ADO user), to acknowledge submission.
  Note: Regardless of who submitted the whereabouts, the athlete and agent are always sent this notification.
- If the athlete belongs to a team, a notification is also sent to the Team Manager(s) of that team.
- In addition, another notification is sent to every user of the athlete custodial organization, as long as they have this notification type set up in their profile.
- The same notification is sent to other organizations with access to the athlete and who have included the athlete in their Registered Testing pool.
- Users from third party service providers also receive this notification if their organization is under an active Whereabouts contract with one of the above organizations.

Only organization users who have access to a given athlete will receive notifications about this athlete. The Administrator of their organization must have assigned the **Whereabouts Notification** type to their user profile.

7.6.3.2 Whereabouts Updates

When the whereabouts of an athlete are modified *after* being submitted, ADAMS sends automatic notifications to specific users:

- Organizations users of the IF and NADO with access to the athlete.
- If a test is planned on the athlete, the organization's users of the test will get the whereabouts notification notified. These organizations and users include:
  - The Testing Authority,
  - The Sample Collection Authority - including the confirmed Lead DCO, and
  - The Test Coordinator.

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- The above organizations can be a third party Service Provider.

- All organization users must have the notification type *Whereabouts Update notification* set up in their user profile from the Admin.
- Users from third party service providers also receive this notification if their organization is under an active contract – Whereabouts or Test Management – with one of the above organizations.

Only organization users who have access to a given athlete, either by their access rights or through the testing process, will receive notifications about this athlete. The Administrator of their organization must have assigned the **Whereabouts Update Notification** type to their user profile.

7.6.3.3 SMS Whereabouts

When an SMS update is being sent by an athlete, the users of the Custodian organization are notified.

Only organization users who have access to a given athlete will receive notifications about this athlete. The Administrator of their organization must have assigned the SMS **Whereabouts Notification** type to their user profile.

7.6.3.4 Other Whereabouts-Related Notifications

If the access to the not submitted Whereabouts of the athlete is granted to, or revoked from, users of the custodian organization will receive a notification.

7.7 ACCESS RIGHTS TO WHEREABOUTS

Different ADAMS users can access whereabouts on the athlete's behalf, if they are granted the rights to do so. This section summarizes the access rights.

The list of organizations and agents who can access the athlete whereabouts, as well as team managers who can add team whereabouts to their calendar, is listed in the Security tab of the Athlete Profile.

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7.7.1 ATHLETE USERS AND ATHLETE AGENTS

Athlete users (and any athlete agent assigned to them) can enter, view, modify and submit their whereabouts at all times.

7.7.2 CUSTODIAN ORGANIZATION USERS

Any users from the custodian organization can be granted rights to access whereabouts for one (or more) athlete or team:

- **If the athlete does not have a user account:**
  The custodial organization of the athlete can view and modify the whereabouts regardless of the submission status.
- **If the athlete has a user account:**
  The custodial organization of the athlete can view and modify only the *submitted* whereabouts of the athlete. However, this rule can be changed with the athlete's permission or with the administrator's configuration, as described below.

7.7.2.1 Athlete's Permission

Athletes with a user account can give permission to their custodian to access their whereabouts details, regardless of whether or not they are submitted. To do this, the athlete needs to change the option in their User Preferences – accessible by clicking the orange link with their name on the black taskbar. Then they can select the **grant** option under **Access configuration**.

Access configuration for whereabouts that are not submitted
Since Adams 2.0, without delegation, no organization can access whereabouts that are not submitted
deny access to custodial organization
grant access to custodial organization

7.7.2.2 Access Configuration by Custodian Administrator

The administrator of the custodial organization can grant or revoke access to their users, for whereabouts that are not submitted. This is done individually, one athlete at a time.

To do this, the administrator accesses the athlete account in the User Account Management section. The option is presented at the bottom of the Edit User Account page:

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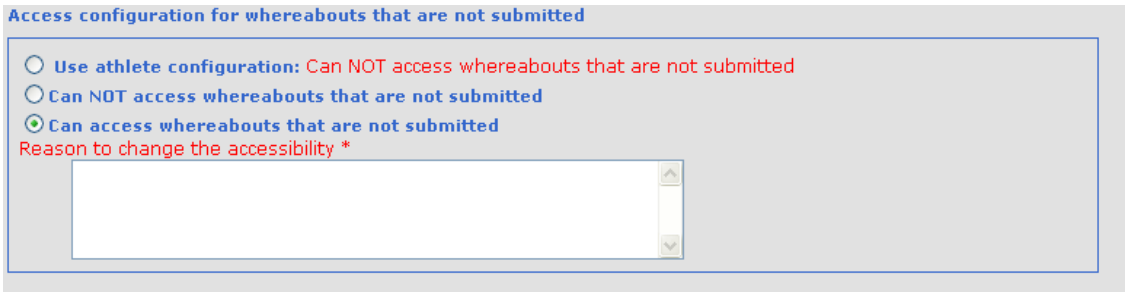
Access configuration for whereabouts that are not submitted
Use athlete configuration: Can NOT access whereabouts that are not submitted
Can NOT access whereabouts that are not submitted
Can access whereabouts that are not submitted
Reason to change the accessibility *

The administrator can select any of the access options that are shown: use the athlete configuration, grant access, or revoke access. A reason for the configuration change must also be entered.

7.7.3 Other (Than Custodian) Organization Users

Other organizations with access to the athlete can only view the submitted whereabouts of the athlete. Major Game Organizations can have an access defined with a time period.

7.7.4 Team Managers

Team managers can enter whereabouts for the teams to which they were granted access. Other than this right, they may have read access to the whereabouts of their team's athletes – provided that the athletes are under the custodianship of their organization.

7.8 Populating the Calendar & Submission

As long as you enter the required whereabouts information, including the 60-minute time slot for each day of the quarter (see section 6.8 "entering whereabouts"), you can view all the entries for the correspondent days displayed in the calendar.

Entries can be deleted or updated at any time (except for past dates). Once all required information and entries are complete, the whereabouts information can be submitted; to do so, click the submission button. Do not forget to re-submit the whereabouts information after every modification or update is made.

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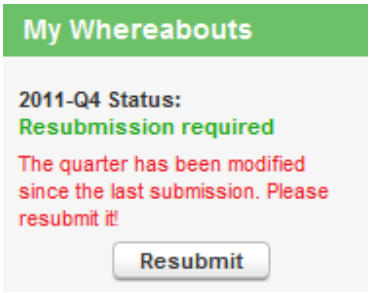
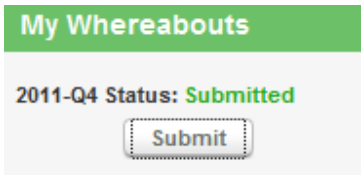
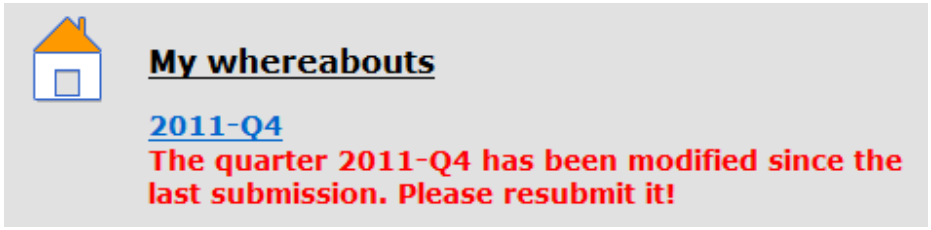




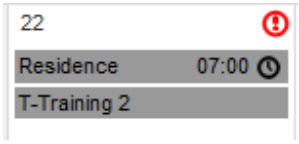
7.8.1 TEAM WHEREABOUTS

7.8.1.1 Accepting / Rejecting Team Whereabouts

Whereabouts entries proposed by a team manager are automatically accepted unless you explicitly reject them [you will be notified whenever a team whereabouts entry is proposed in your calendar].



Team entries are preceded by "T-" in the calendar.



To edit or reject the whereabouts entries entered by a team manager, click on the entry and select "edit" or "reject". If you choose "reject", you will be asked to confirm.

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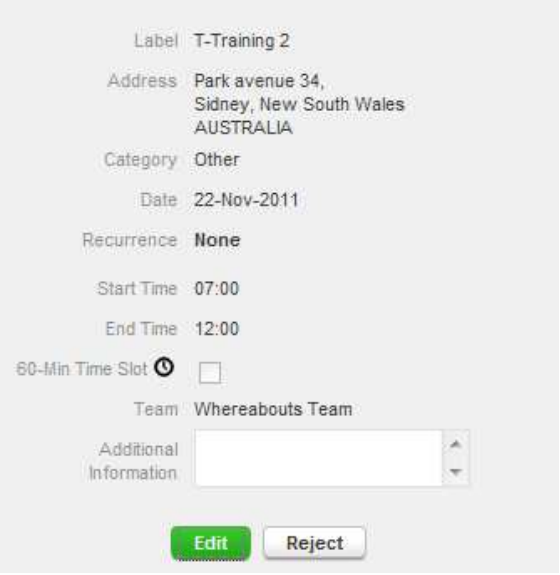
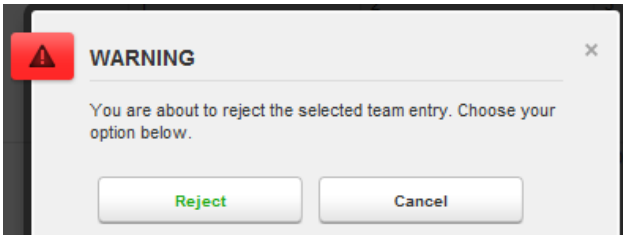
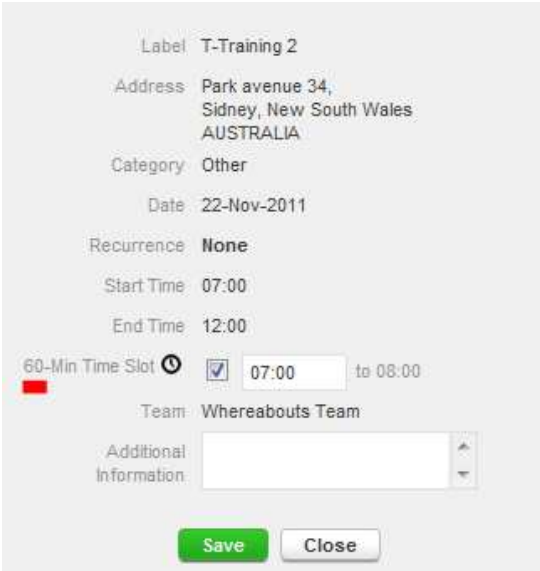




7.8.1.2 One Hour Timeslot

It is now possible for you as an athlete to specify a 60-minute time slot for team entries. Simply click the team entry on the athlete calendar and then click edit entry details on the popup.



The entry pop-up will be displayed, but only the one-hour timeslot checkbox and one-hour start time fields are editable.

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The rules remain the same as regular entries:

- The 1-hour timeslot must be within the start and end time of the entry
- The 1-hour timeslot must be between 6AM and 11PM

These rules are validated by the system when the whereabouts for the quarter are subsequently *submitted*.

7.8.1.3 Overnight accommodation Entries

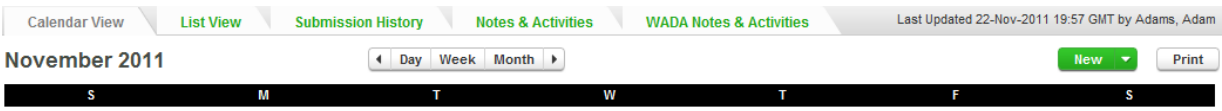
Team overnight accommodation entries are now counted towards the "one overnight accommodation per day" rule when submitting whereabouts.

7.9 PRINTING A COPY OF THE WHEREABOUTS

Once an athlete's whereabouts have been created, you can generate a printed copy.

1. In the athlete's Whereabouts tree, click the desired month.

2. On the **Athlete Whereabouts** screen, click "print" under calendar or list view.



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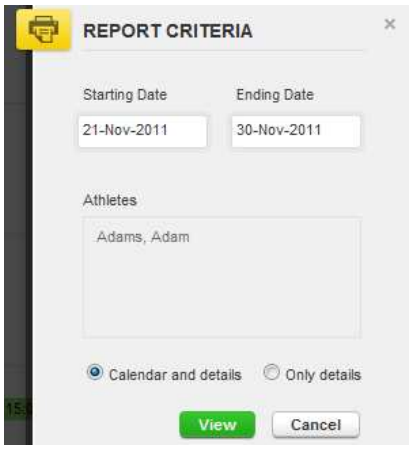
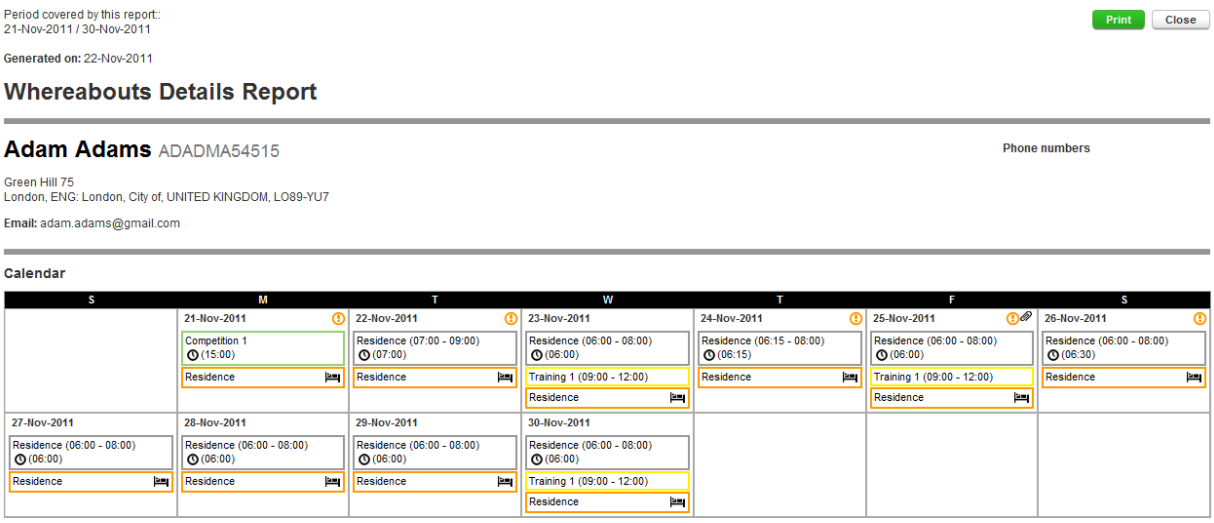
3. From the **Whereabouts Report** Criteria window, enter the date range for the print out you wish to generate, and select the desired type of data: details only, or calendar and details.



4. Click the **View** button.
5. The Whereabouts Details window is displayed with the requested information.
6. To print a copy of the displayed report, click the **print** button or press **Ctrl**+**P** on your keyboard.


Period covered by this report::
21-Nov-2011 / 30-Nov-2011
Print
Close
Generated on: 22-Nov-2011
Whereabouts Details Report
Adam Adams ADADMA54515
Phone numbers
Green Hill 75
London, ENG: London, City of, UNITED KINGDOM, LO89-YU7
Email: adam.adams@gmail.com
Calendar
S M T W T F S
21-Nov-2011 Competition 1 (15:00) Residence
22-Nov-2011 Residence (07:00 - 09:00) (07:00) Residence
23-Nov-2011 Residence (06:00 - 08:00) (06:00) Training 1 (09:00 - 12:00) Residence
24-Nov-2011 Residence (06:15 - 08:00) (06:15) Residence
25-Nov-2011 Residence (06:00 - 08:00) (06:00) Training 1 (09:00 - 12:00) Residence
26-Nov-2011 Residence (06:00 - 08:00) (06:30) Residence
27-Nov-2011 Residence (06:00 - 08:00) (06:00) Residence
28-Nov-2011 Residence (06:00 - 08:00) (06:00) Residence
29-Nov-2011 Residence (06:00 - 08:00) (06:00) Residence
30-Nov-2011 Residence (06:00 - 08:00) (06:00) Training 1 (09:00 - 12:00) Residence

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7.10 ATHLETE QUICK REFERENCE CARD

Whereabouts for RTP Athletes

Request your username and password from your ADO.

- Send an email to your ADO (your Custodian organisation) from the email address you recorded on your last whereabouts form

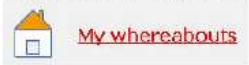
Log into ADAMS on the Internet.

- Go to https://adams.wada-ama.org.
- Enter your new username and password
- Click [login]
- When you log in for the first time, an information form will appear.
  - Read the statement
  - Type your password to indicate your acknowledgment
  - Click [Accept]

Update your Profile and set your Preferences

- Click [My Profile] for updating your profile if required
- To set your Preferences click on your *name* displayed at the right top in the header on the Home page
- Adjust your Password, select your Language and the first day of your calendar week, and indicate whether you want to receive notifications on your email address (as set in your profile) if desired
- Your Custodian organisation does not have (view/edit) access to your Whereabouts data that are not submitted, unless you grant the access explicitly by checking the corresponding box
- Click [Save] to save your modifications

To open your whereabouts session.



- Click [My whereabouts] on the home page
- Your main whereabouts page will open up taking you to the **Whereabouts Guide** which walks you through the steps required to submit your information.

Your Whereabouts Guide

If at any time you wish to leave the guide and begin to enter your whereabouts information, you can click the green **Go to Calendar** button in the upper right hand corner of the screen. You can also go to a specific date by clicking the date on the mini three month calendar on the left hand side of this page.

Whereabouts Guide and Mandatory Categories

The steps outlined in the Guide will show you how to use ADAMS to submit your whereabouts and explain each of the requirements.

- You need to provide a mailing address.
- You need to provide the full address of where you will be staying overnight at the end of a particular day.
- You need to provide details of your competition schedule.
- You need to provide the name and address of each location where you will be training, working or conducting any other regular activity during the quarter.
- You are required to provide, for each day of the quarter, one specific 60-minute time slot between 06:00 and 23:00 where you will be available and accessible for testing at a specific location.

As you complete this information, a green check mark will indicate you have completed each section, or will identify what is missing.

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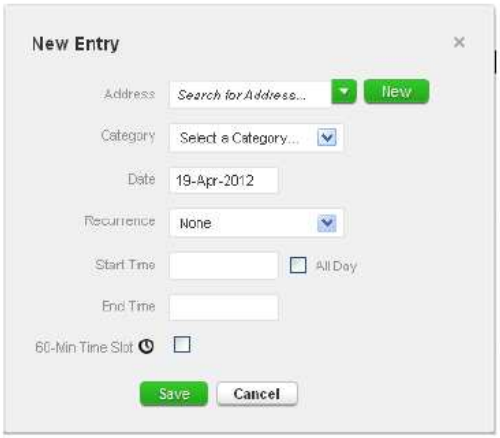
Entering location information



1. Click an existing entry on the calendar (or create a new one by clicking a date in the calendar, or by using the **New** button n the top right hand corner).
2. In the **Edit (or New) Entry** pop-up, choose the relevant address and category (competition, overnight address etc) and select the start and end time for this location.
3. If this is an entry that applies to other days as well, you can select the relevant days right away to save time.
4. You can also attach a 60-minute time slot to a whereabouts entry at the same time such as a **Regular Activity**, **Overnight Accommodation** or **Competition** to save you from making additional entries.
5. Click **Save**
6. Repeat this step for each of the requirements set out in the guide.

Each new location (address) that you enter will also be stored in your **Address Book** so that these locations are available to you in the future without re-entering them. They will be accessible by typing the first few letters or from a drop down menu when you add an entry to the calendar.

Populate your calendar

As you add more entries, your calendar will begin to populate with each category highlighted with an icon or colour to illustrate what sort of entry it is.

On the lower left corner of the screen, you will also see a mini-calendar of the quarter. Each date in red indicates a day that is missing some required information.

By placing your cursor over this date, the calendar will indicate what information is missing for that particular day.

Submitting your Whereabouts.

Once the mini calendar no longer has any dates in red and the status bars of the whereabouts guide indicate you have met all of the requirements, you may submit your whereabouts information.

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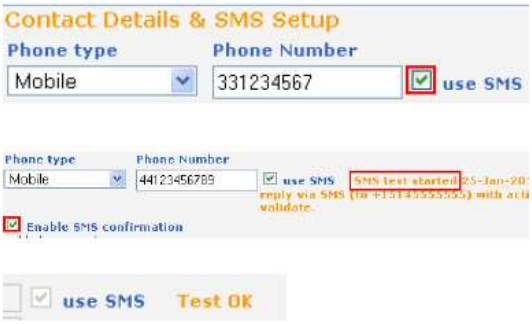
Using the Whereabouts SMS Service in ADAMS



First, you need to ensure that your Custodian organization allows SMS messages in ADAMS; if so, you must follow their guidelines.
There are no fees for using SMS with ADAMS. However your wireless carrier may charge international per-use fees. Some carriers and roaming services may not be entirely dependable; therefore we suggest performing a few tests before committing to a long-term plan.
To use the Whereabouts SMS service, you need to **register** in ADAMS:

- Click [My Profile], and then click [Edit] in your Athlete Profile page.
- Under Contact Details, make sure your mobile telephone number is properly entered; otherwise click [add phone number], select the [Mobile] Phone type, and enter the number to be recorded for SMS service (E.g. "15141234567", "44778155566"). **Click [Save]**.
- Tick the [use SMS] checkbox. *If the checkbox is not shown, then your organization does not support SMS.* Click the **[Test connection]** button. A message will appear with a status of the test.
- Once you save, a checkbox will appear enabling the SMS confirmations sent by ADAMS. Uncheck the box to disable this option.
- Your mobile device will receive a registration SMS message from ADAMS. ***Do not reply to this message;*** instead follow the instructions it contains and compose a **new** message with the three-digit code to the number shown.
- The status next to your mobile phone in ADAMS will show **Test OK**.

You may now SMS your last-minute whereabouts changes at **+44 7781 480710**. They will appear on your calendar as an attachment.

Helpdesk Phone numbers
North America: 1 866 922 3267
International: 1 514 904 8800

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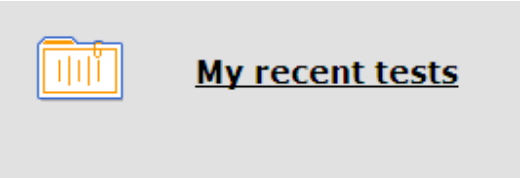
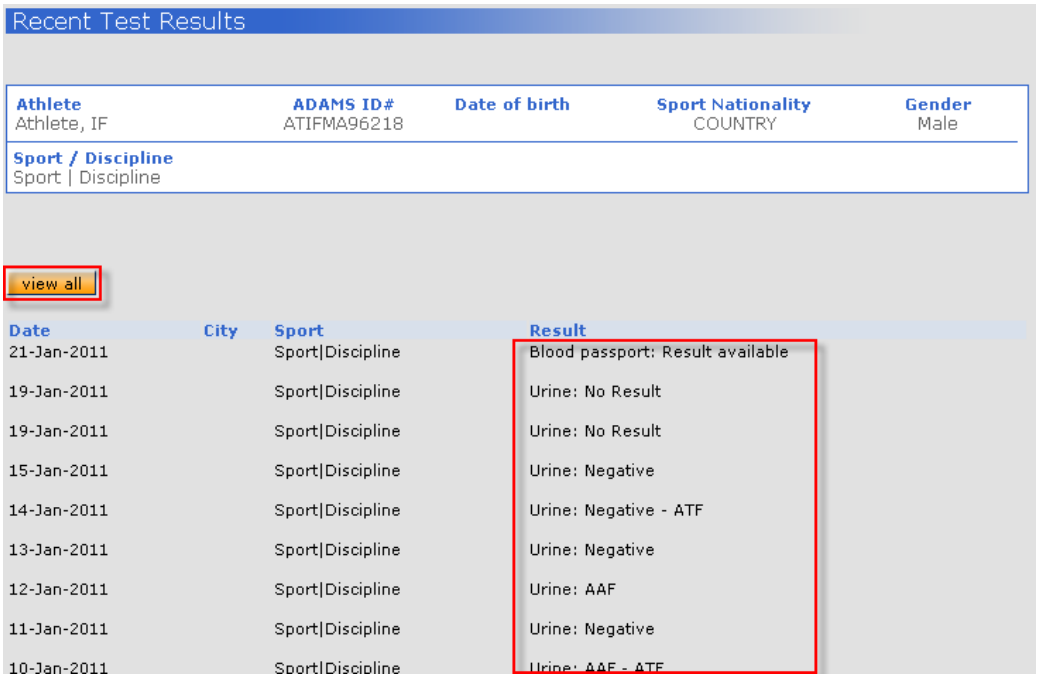
8 My Recent Tests

1. Click the **My recent tests** link on the **My zone** page.



2. You will see a list of your most recent test entered in ADAMS, if any. Up to fifteen test entries will be listed in descending chronological order - the most recent ones being displayed first. Should there be more than fifteen test entries, click the **view all** button to see all of them.



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9 THERAPEUTIC USE EXEMPTION (TUE) DOCUMENTS

A TUE is a form used by athletes to ask an Anti-Doping Organization (ADO) permission to use a prohibited substance.
You may create, fill and submit TUEs using ADAMS.

Please note that:

- TUEs for Asthma are no longer to be used as of January 1st, 2011, following changes to the *International Standard for Therapeutic Use Exemptions* (ISTUE 2011). You may still need to fill a "standard" TUE if the substances you are using or planning to use for asthma appear on the prohibited list.
- It is not necessary to file a Declaration of Use as of January 1st, 2011, as there are no longer substances or methods on the Prohibited List that require a Declaration of Use.
- Also please note that you may no longer create Abbreviated TUEs in ADAMS.

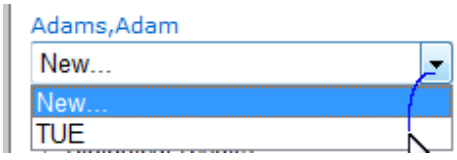
As an athlete you can create a TUE yourself, but you may also opt for asking your custodian organization to enter the TUE on your behalf. You may also ask a designated Athlete Doctor in ADAMS with access to your medical file to create and submit, or complete the medical information for you; in this case you should send a formal request to your custodian organization.

9.1 TUE (TUE)

TUEs (formerly Standard TUE) are used for substances that are not pre-approved by an ADO or WADA.

9.1.1 APPLYING FOR A TUE

1. Go the file tree section.
2. Select **TUE** from the **New** drop down list.



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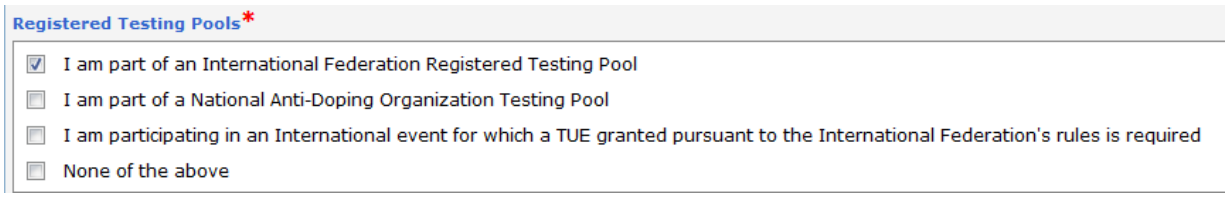
3. Complete all required fields (with *): see the Fields descriptions below for more details:

I. Verify your *sport/discipline*

II. Select the *Sporting Organization* from the pick list. Enter the first 3 letters and press on the magnifying glass. This is the organization to which you are submitting the TUE.

Athlete TUE
save
Submit Application
Mandatory information is indicated with a red asterisk.
STEP 1: INFORMATION ABOUT YOUR SPORT
Specify the sport for which you require a Therapeutic Use Exemption (TUE). Specify the event if it is relevant or required by your sporting organization. Select the Sporting Organization to which you are applying for this TUE. Unless specified otherwise by your sporting organization if you are a national level athlete you apply to your National Antidoping Organization (NADO) and if you are an international-level athlete you apply to your International Federation. You must specify the Registered Testing Pool you belong to.
Sport|Discipline*
Aquatics | Swimming
Sporting Organization*
FINA - Fédération Internationale de Natatio

III. The *Registered Testing Pools* dropdown lists all RTP's you belong to as an athlete. Select the relevant one for the TUE.


Registered Testing Pools*
I am part of an International Federation Registered Testing Pool
I am part of a National Anti-Doping Organization Testing Pool
I am participating in an International event for which a TUE granted pursuant to the International Federation's rules is required
None of the above

IV. Only specify the event under *Next competition and date* if it is relevant

V. Information about your *physician*: fill in the Medical Practitioner's Last Name, First Name, Qualification & Medical Specialty, Address, Country, Region, Telephone and email address. Provide at least one telephone number. [Your sporting organization has the option to make certain fields mandatory – first/last name, country, city, telephone work]

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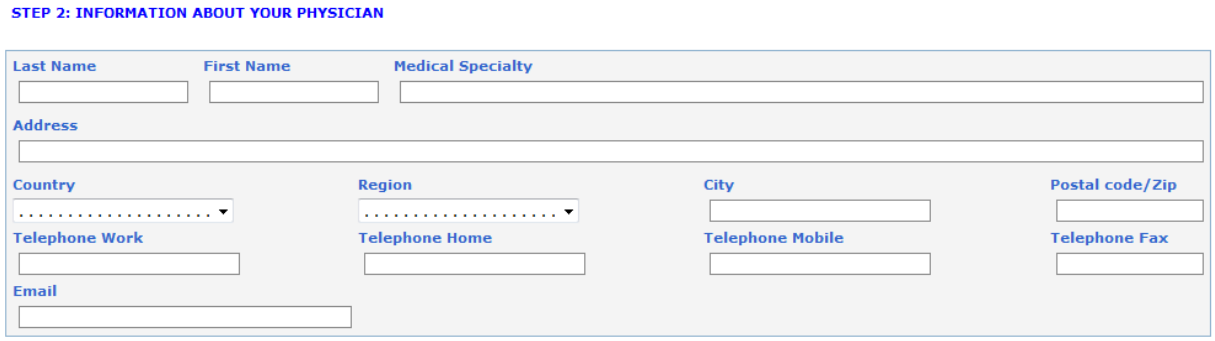
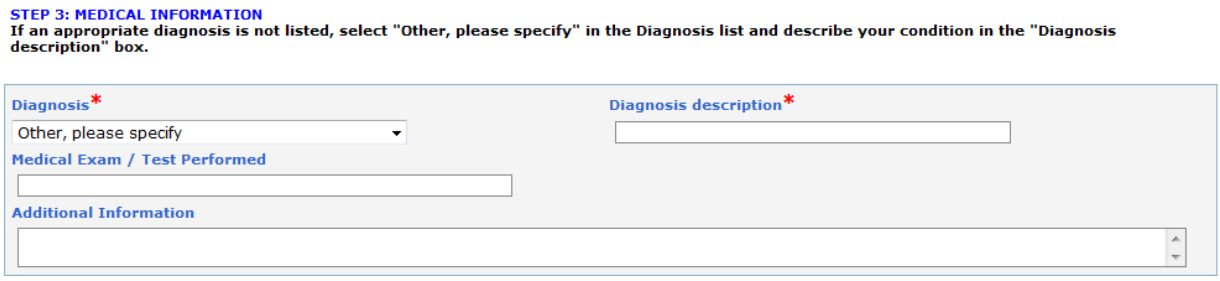


VI. *Medical information*:

a) Pick a diagnosis in the Diagnosis pick list (the most common diagnosis are listed.) If your diagnosis is not in the list pick "**Other, please specify**" and enter the diagnosis in the **Diagnosis description** field.

b) Enter the Medical exams/test performed and any additional information.


STEP 3: MEDICAL INFORMATION
If an appropriate diagnosis is not listed, select "Other, please specify" in the Diagnosis list and describe your condition in the "Diagnosis description" box.
Diagnosis*
Other, please specify
Diagnosis description*
Medical Exam / Test Performed
Additional Information

VII. Specify the *medication*:

a) Fill in the Specific name of drug, frequency of administration.

b) Fill in the relevant Prohibited Substance. Fill in at least 3 characters of the prohibited substance name and search for the relevant substance from a database by clicking on the magnifying glass.

c) Fill in the dosage and select the unit

d) Select the route of administration

e) Enter an expiry date (expiry dates are per medication)

f) Under Conditions and comments indicate any

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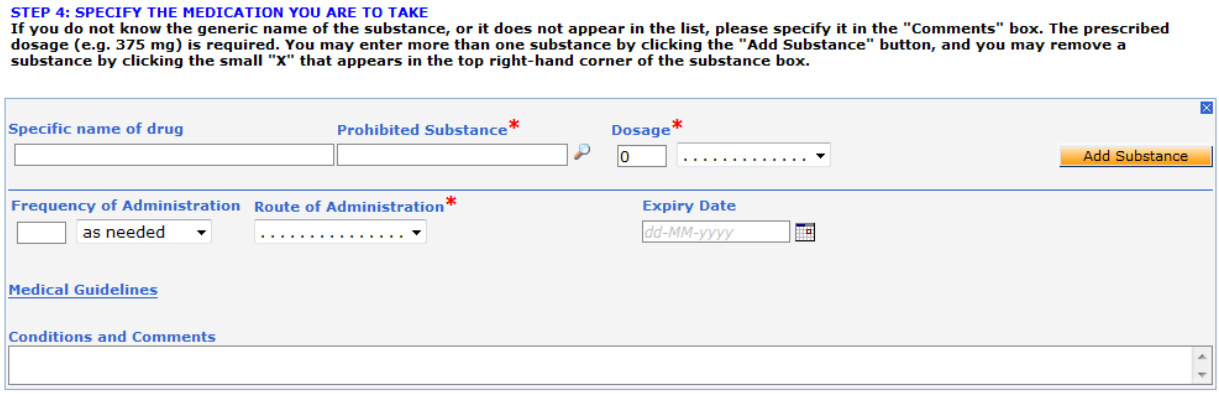
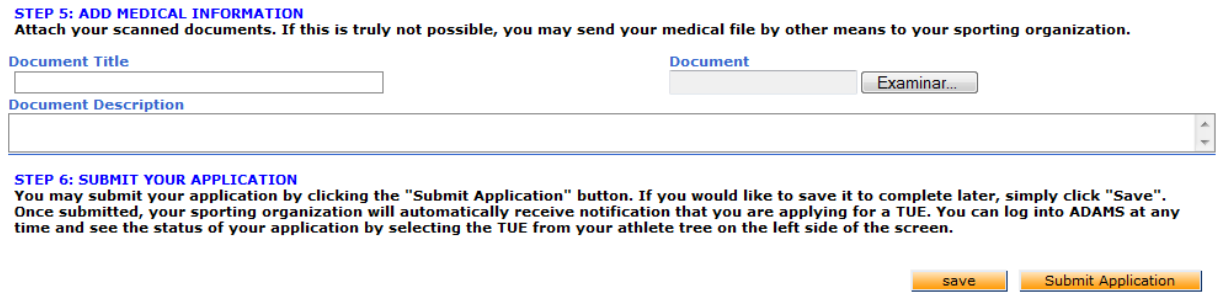
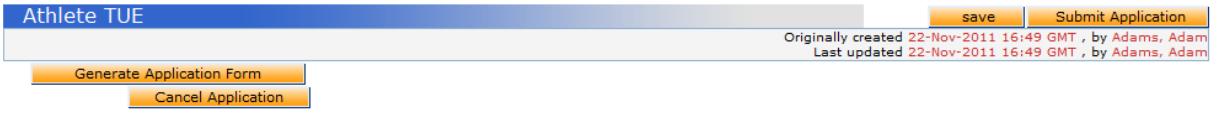

STEP 4: SPECIFY THE MEDICATION YOU ARE TO TAKE
If you do not know the generic name of the substance, or it does not appear in the list, please specify it in the "Comments" box. The prescribed dosage (e.g. 375 mg) is required. You may enter more than one substance by clicking the "Add Substance" button, and you may remove a substance by clicking the small "X" that appears in the top right-hand corner of the substance box.
Specific name of drug
Prohibited Substance*
Dosage*
0
Add Substance
Frequency of Administration
as needed
Route of Administration*
Expiry Date
dd-MM-yyyy
Medical Guidelines
Conditions and Comments

VIII. You may attach any file or scanned document containing your medical information: enter a title and description for the document, click the Browse button and select the file to be attached.


STEP 5: ADD MEDICAL INFORMATION
Attach your scanned documents. If this is truly not possible, you may send your medical file by other means to your sporting organization.
Document Title
Document
Examinar...
Document Description
STEP 6: SUBMIT YOUR APPLICATION
You may submit your application by clicking the "Submit Application" button. If you would like to save it to complete later, simply click "Save". Once submitted, your sporting organization will automatically receive notification that you are applying for a TUE. You can log into ADAMS at any time and see the status of your application by selecting the TUE from your athlete tree on the left side of the screen.
save
Submit Application

IX. Fill in any other available information.

4. Submit your TUE electronically by clicking on the **Submit Application** button. Once submitted, the sporting organization automatically receives a notification of your TUE submission. You may also use the **Save** button to complete your TUE later.


Athlete TUE
save
Submit Application
Originally created 22-Nov-2011 16:49 GMT , by Adams, Adam
Last updated 22-Nov-2011 16:49 GMT , by Adams, Adam
Generate Application Form
Cancel Application

5. You can use the **Generate Application Form** button to print out a completed hard copy of your application after you have submitted electronically.

[As long as the status is not Approved, Rejected or Cancelled]

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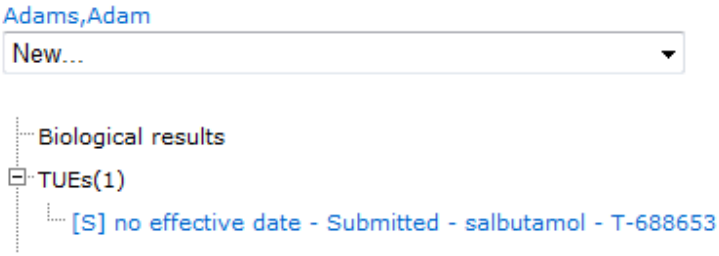
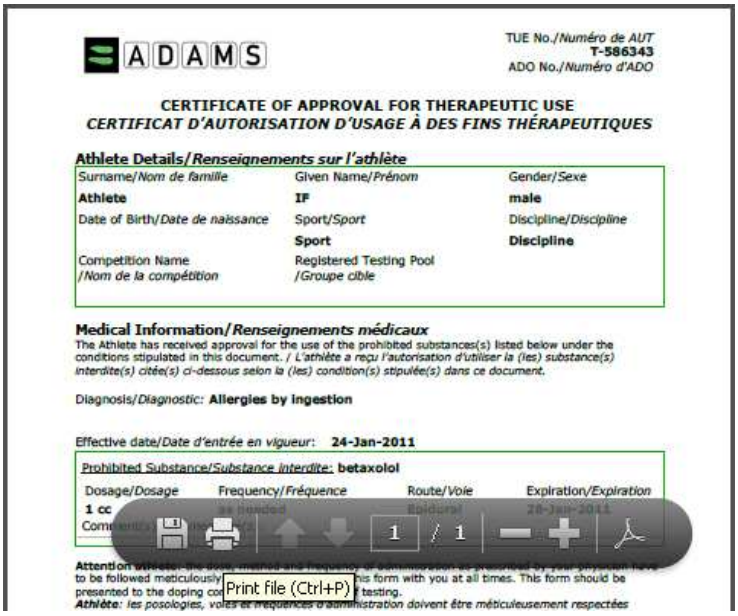
6. At any time you can view the status of your application by selecting the TUE from your athlete tree on the left side of the screen. [Edit is only possible as long as the status of your TUE is Not Submitted or Incomplete].



7. When the TUE has had its status changed to Approved, you will be offered the option to generate a **TUE Receipt hard copy**.



Clicking the Generate TUE Receipt button will invoke a PDF file within the work area of the system. This can be printed by clicking the PDF Printer icon.

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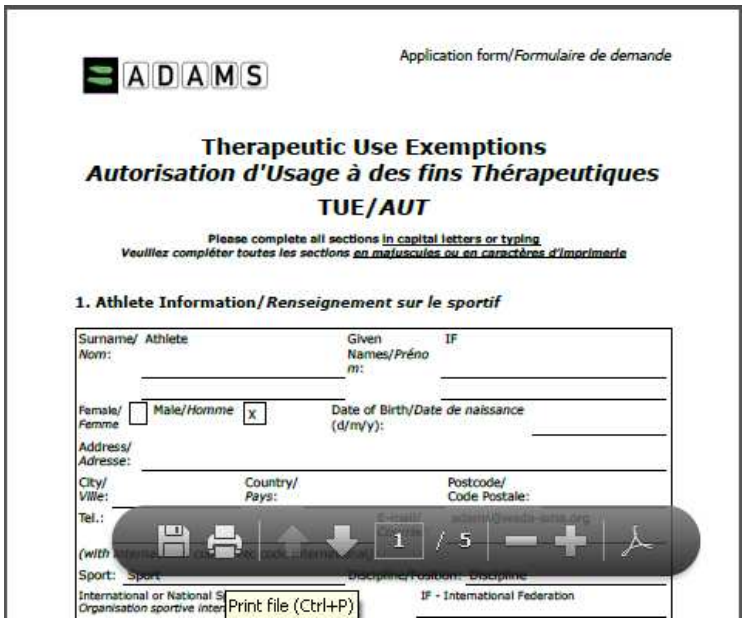

Application form/*Formulaire de demande*

ADAMS

Therapeutic Use Exemptions
Autorisation d'Usage à des fins Thérapeutiques
TUE/*AUT*

Please complete all sections in capital letters or typing
Veuillez compléter toutes les sections en majuscules ou en caractères d'imprimerie

1. Athlete Information/*Renseignement sur le sportif*

Surname/ Athlete *Nom:* | Given Names/*Prénom:* | IF

Female/ *Femme* ☐ Male/*Homme* [x] | Date of Birth/*Date de naissance* (d/m/y):

Address/ *Adresse:*

City/ *Ville:* | Country/ *Pays:* | Postcode/ Code Postale:

Tel.: | Email: adams@wada-ama.org

(with International Code, Area Code, Local Number and Extension)

Sport: Sport | Discipline/Position: Discipline

International or National Sp... Organisation sportive inter... | IF - International Federation

1 / 5

Print file (Ctrl+P)

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9.2 TUE FIELDS

a) **Sport/Discipline:** this field is copied from the athlete sport identity tab. If it is empty please review the sport/discipline tab of the athlete
b) Next competition and date: To be filled if the TUE is for a specific event
c) **Sporting organization:** the organization to which the TUE is submitted
d) Information about your Physician: Information about the doctor prescribing the medication.
e) Medical Information: Diagnosis information
   i. Diagnosis: List of most frequently used diagnosis. If the athlete is not listed select "other please specify" and enter details in the Diagnostic description field (mandatory in this case).
   ii. Diagnostic description: in case you selected the "other please specify" this field must give an accurate description of the diagnosis.
   iii. Medical Exam/Test Performed: list medical tests and exams performed for the diagnosis
   iv. Additional information: any additional information about the medical condition
f) Medical Information:
   v. Specific name of drug: medication name
   vi. Frequency of administration: frequency of administration of the medication
   vii. Dates of administration: dates of applying the drug
   viii. Prohibited substance: name of the prohibited substance, as per the WADA prohibited list, included in the medication. You can add as many prohibited substance as you need.
      - To pick a substance: enter the first 3 letters and press the magnifying class. The system will list the corresponding substance for you to choose from.
   ix. Dosage: dosage of the prohibited substance
   x. Route of administration: medication route of administration. This field must be filled only after you have entered the prohibited substance as it may vary based on the substance.
   xi. Condition and Comments: any comments about the medication you would like to add.
   xii. Add medication: you can add as many medications as you need

9.3 DECLARATION OF USE (DOU)

[Quoted from the STANDARD FOR TUE 2011]:
There are no longer substances or methods on the Prohibited List that require a Declaration of Use and therefore it is not necessary to file a DoU.

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You can view all your already existing DoU's from your athlete tree.

9.3.1 ACCESS TO A SAVED DECLARATION OF USE

Athlete users

- Athletes can view all Declaration of Uses created for them regardless of the status. There are three status vales: Not Declared, Declared and Cancelled.
- They can only edit a Declaration of Use if the status is "Not Declared".
- If the status of the Declaration of Use is "Declared" the athlete can only "Cancel" it.

Athlete doctor users

- Athlete doctors can view all Declaration of Uses for the athletes for which they have been granted access in ADAMS, regardless of the status.
- They can only edit a Declaration of Use they or the athlete created, if the status is "Not Declared".

Organizations with access to the athlete

1. If the organization created the Declaration of Use:

- They can edit the Declaration of Use if it is "Not Declared".
- When the Declaration of Use is "Declared", they can edit all the fields except the Medical Information Section fields.
- When the Declaration of Use is "Cancelled" they can only view the Declaration of Use.

2. If the organization did not create the Declaration of Use:

- They can only view the Declaration of Use if it is "Declared" or "Cancelled"

3. WADA

- WADA users with access to the athlete can view all Declaration of Use's regardless of status.
- If WADA created the Declaration of Use then it follows the same rules as other organizations.

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9.4 TUE FOR ASTHMA (AST)

The TUEs for Asthma were removed from the ISTUE 2010. For this ADAMS release, the functionality supporting TUEs for Asthma are phased out.

9.4.1 ACCESS TO A SAVED TUE FOR ASTHMA

Athlete users

Athletes can view every TUE for Asthma created by them or created for them regardless of its status.

WADA and organizations with access to the athlete record have access rights to the TUE for Asthma, similar to those of the DoU. Your Athlete doctor can also access your TUE for Asthma regardless of its status, and can edit or cancel it if the status is "Not submitted", "Not declared" or "Incomplete". For more specific details, contact your Custodian organization.

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10 HELPDESK ACCESS

WADA has arranged for a Helpdesk to be available to answer any user queries. The Helpdesk, located in Québec, Canada, is available from Monday to Friday (9:00 – 17:00 EST) and outside business hours through voice mail and e-mail adams@wada-ama.org

- From North America dial: (866) 922-3267 (1-866-92-ADAMS)
- From outside North America dial: +1 (514) 904-8800

To reset your password or any information pertaining to your record please directly contact your organization ADAMS administrator (Contact details are on your Security tab).

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